Career and Technical Program Outlines

ACCOUNTING ASSISTANT/ ACCOUNTING CLERK

AAS Degree, Certificate: SCC

As a paraprofessional in the accounting field, the accounting assistant analyzes and interprets the essential information about the operations of a business and contributes vitally to important policies and decisions.

An accounting assistant should have above-average aptitude for working with numbers and the ability to concentrate and communicate. Accounting affords a continuing challenge to creative, alert minds.

Students will receive an Accounting Clerk Certificate after completing the first three quarters of the AAS degree. All students graduating from this program must have a minimum grade of 2.0 on each of the accounting, economics and general business required courses. Students must also have a 2.0 cumulative minimum grade point average on all required courses in this program.

This degree is non-transferable to a four-year university. Students working toward the associate of arts degree for transfer to a four-year institution should consult individually with an adviser or counselor for planning the AA degree program. For information on AA degree requirements, refer to the Degree and Certificate Requirements section of the CCS catalog. More information on specific transfer programs can be found in the Academic Programs section of the CCS catalog.

AAS DEGREE

First Quarter

ACCT	151	College Accounting I[1]	5
BUS&	101	Intro to Business	5
CATT	120	Microsoft Word I	2.5
CATT	138	Microsoft Excel I	2.5
		Total	**15**

Second Quarter

ACCT	152	College Accounting II[1]	5
BUS	104	Business Mathematics	5
CATT	139	Microsoft Excel II	2.5
CATT	190	Introduction to PowerPoint	2.5
		Total	**15**

Third Quarter

ACCT	141	QuickBooks	5
ACCT	161	Payroll Procedures	4
ACCT	162	Business Tax Accounting	1
BT	109	Business Communications	5
		Total	**15**

Fourth Quarter

ACCT	142	Advanced QuickBooks	5
ACCT	212	Accounting Applications and Analysis[2]	5
CMST&	101	Introduction to Communication	5
		Total	**15**

Fifth Quarter

ACCT	204	Accounting Integration	5
BUS	280	Human Relations in Business	5
		Business Electives	5
		Total	**15**

Sixth Quarter

ACCT	218	Accounting Analysis Simulation	1
ACCT	288	Cooperative Education Work Experience (No Seminar)	2
BUS&	201	Business Law	5
ECON	100	Fundamentals of Economics	5
		Business Electives	2
		Total	**15**

90 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

ACCT	151	College Accounting I[1]	5
BUS&	101	Intro to Business	5
CATT	120	Microsoft Word I	2.5
CATT	138	Microsoft Excel I	2.5
		Total	**15**

Second Quarter

ACCT	152	College Accounting II[1]	5
BUS	104	Business Mathematics	5
CATT	139	Microsoft Excel II	2.5
CATT	190	Introduction to PowerPoint	2.5
		Total	**15**

Third Quarter

ACCT	141	QuickBooks	5
ACCT	161	Payroll Procedures	4
ACCT	162	Business Tax Accounting	1
BT	109	Business Communications	5
		Total	**15**

45 credits are required for the Certificate.

[1] These courses may be substituted with ACCT& 201 and 202.

[2] This course may be substituted with ACCT& 203.

ACCOUNTING PRE-MAJOR

AA-DTA Degree, Associate in Business DTA/MRP Degree: SCC, SFCC

The accountant analyzes and interprets the essential information about the operations of a business and contributes to important policies and decisions. Accountants are also asked to interpret tax laws and analyze how these laws may influence a business' future decisions.

An accountant should have above-average aptitude for working with numbers and the ability to concentrate and communicate. Accounting affords a continuing challenge to creative alert minds.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

	Suggested Courses to Consider[1]	90
	Total	**90**

90 credits are required for the AA-DTA Degree.

ASSOCIATE IN BUSINESS DTA/MRP DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

	Suggested Courses to Consider[1]	90
	Total	**90**

90 credits are required for the Associate in Business DTA/MRP Degree.

[1] Consult a counselor or academic adviser for recommended courses specific to the student's choice of transfer institution.

ADMINISTRATIVE ASSISTANT

AAS Degree: SCC

The Administrative Assistant program combines a well-balanced academic program with expert office technology instruction giving students the diversified training and background needed to hold positions of responsibility and importance in many areas of the business world. This program helps raise the office skills of students to a professional level, gives students a technical background through completion of technical skill courses and an academic background, provides students a mature understanding of professional responsibilities and provides for minimum additional on-the-job training.

To enter the third quarter of this program, students must pass competency tests in the following areas:

- Math (fractions, percentages, etc)
- Writing (write a basic letter, memo, and/or e-mail with correct spelling, punctuation, grammar, etc.)
- Format documents from unarranged copy in a timed situation (letters, memos, reports, tables) using Word
- Keyboarding proficiency of 40 wpm

AAS DEGREE

First Quarter

BT	090	Basic Grammar for Business II		5
BT	102	Document Processing		5
BT	151	Business Student Preparation		5
		Total		**15**

Second Quarter

BT	109	Business Communications		5
BT	165	Word Processing		5
BUS	103	Basic Business Math and Electronic Calculators		5
CATT	102	Introduction to Outlook		2.5
		Total		**17.5**

Third Quarter

BT	160	Job Preparation Techniques		3
BT	231	Office Procedures		5
BT	235	Machine Transcription		5
MMGT	223	Customer Service		3
		Total		**16**

Fourth Quarter

ACCT	151	College Accounting I[1]		5
BT	201	Information Processing		5
BT	272	Business Correspondence		5
		Total		**15**

Fifth Quarter

BT	202	Advanced Information Processing		5
BT	250	Information Technology		5
BT	260	Administrative Office Management		5
		Approved Electives[2]		5
		Total		**20**

Sixth Quarter

BT	263	Integrated Office Applications		5
BT	285	Administrative Professional Internship		2
CATT	128	Desktop Publishing		5
CATT	241	Project Management Applications		2.5
MMGT	242	Project Management		2.5
		Total		**17**

100.5 credits are required for the AAS Degree.

APPROVED ELECTIVES

ACCT	141	QuickBooks		5
BUS&	201	Business Law		5
BUS	204	Introduction to Law		5
BUS	280	Human Relations in Business		5
CMST&	210	Interpersonal Communication		5

[1] *ACCT 151 may be substituted with ACCT& 201.*

[2] *Select course from the list of approved electives.*

ADMINISTRATIVE OFFICE MANAGEMENT

AAS Degree: SCC

The Administrative Office Management program prepares students to manage functions in the office environment. This program is recommended to experienced office staff as well as entry-level office workers who are looking to increase their potential for promotion. Graduates will have expert office skills and in-depth software knowledge. The program provides training in office information systems, work process and organizational performance improvement, human relations, business communications, business decision making, project management, and human resource management.

To enter the third quarter of this program, students must pass competency tests in the following areas:

- Math (fractions, percentages, etc.)
- Writing (write a basic letter, memo and/or e-mail with correct spelling, punctuation, grammar, etc.)
- Format documents from unarranged copy in a timed situation (letters, memos, reports and tables) using Word
- Keyboarding proficiency of 40 wpm

AAS DEGREE

First Quarter

BT	102	Document Processing		5
BT	109	Business Communications		5
BUS	103	Basic Business Math and Electronic Calculators		5
CATT	102	Introduction to Outlook		2.5
		Total		**17.5**

Second Quarter

BT	165	Word Processing		5
BT	231	Office Procedures		5
CMST&	210	Interpersonal Communication		5
		Total		**15**

Third Quarter

ACCT&	201	Prin of Accounting I[1]		5
BT	201	Information Processing		5
BUS	280	Human Relations in Business		5
		Total		**15**

Fourth Quarter

BT	202	Advanced Information Processing		5
BT	272	Business Correspondence		5
BUS	204	Introduction to Law[2]		5
MATH	201	Introduction to Finite Mathematics		5
		Total		**20**

Fifth Quarter

BT	160	Job Preparation Techniques		3
BT	250	Information Technology		5
BT	260	Administrative Office Management		5
CATT	241	Project Management Applications		2.5
MMGT	242	Project Management		2.5
		Total		**18**

Sixth Quarter

BT	263	Integrated Office Applications		5
BT	285	Administrative Professional Internship		2
CATT	128	Desktop Publishing		5
MMGT	231	Human Resource Management		5
		Total		**17**

102.5 credits are required for the AAS Degree.

[1] *ACCT 151 may be substituted for ACCT& 201.*

[2] *BUS& 201 may be substituted with BUS 204.*

ADMINISTRATIVE SECRETARY

AAS Degree: SFCC

At the core of almost every business are administrative support personnel. Students will gain proficiency in computer and Windows applications, learn the latest electronic communication tools, acquire speed and accuracy on the keyboard, and learn office procedures essential in today's business environment.

Students completing this degree will be competent in the following areas: taking notes at meetings and preparing minutes, oral and written communications, document formatting, basic accounting procedures, machine transcription, records management, office procedures, desktop publishing and spreadsheeting. Students will complete capstone courses which will integrate classroom learning into "real-world" office situations.

Students will have the opportunity to bridge the gap between the classroom and the working world by participating in a work experience internship as well as model office simulations. Students may begin in entry-level positions as front office professionals and work their way up to higher paying administrative secretaries, administrative assistants, or office managers.

AAS DEGREE

First Quarter

BT	101	Keyboarding[1]	5
BT	107	Business Communications[2]	3
BUS	102	Math Skills for Business[3]	3
GENST	106	College Success	3
IS	160	Internet Fundamentals	1
		Total	**15**

Second Quarter

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	102	Document Processing	5
BT	108	Business Communications[2]	3
BT	170	WordPerfect 1	2
CAPPS	114	Access	2
		Total	**15**

Third Quarter

BT	103	Formatting	5
BT	155	Records Information Management	3
BT	231	Office Procedures	5
BT	272	Business Correspondence	5
		Total	**18**

Fourth Quarter

BT	232	Office Procedures II	5
BT	235	Machine Transcription	5
BT	257	Presentation Graphics/Publishing	3
CAPPS	112	Excel	1
CAPPS	120	Outlook	2
		Total	**16**

Fifth Quarter

BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
BUS	280	Human Relations in Business[4]	5
		Approved Electives	4
		Total	**17**

Sixth Quarter

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	234	Administrative Professional Practicum	5
BT	285	Administrative Professional Internship	2
		Total	**15**

96 credits are required for the AAS Degree.

[1] *Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.*

[2] *BT 107 and 108 may be substituted with ENGL& 101. If ENGL& 101 is substituted, total credits required for AAS degree are 95.*

[3] *BUS 102 may be substituted with BUS 103.*

[4] *BUS 280 may be substituted with HS 136.*

ADMINISTRATIVE/ COMPUTER SPECIALIST

AAS Degree: SFCC

This curriculum is designed to prepare students for careers as management information specialists, salesperson for vendors or retailers of microcomputer hardware and software, or technical support specialists. The beginning classes provide students with basic computer processing concepts and skills, along with necessary related accounting, management and communication skills. The advanced classes develop skills in microcomputer applications for business systems, operating systems and local area networks. Topics include programming, system software concepts, using applications packages, data base concepts, telecommunications and support of end users.

AAS DEGREE

First Quarter

BT	101	Keyboarding[1]	5
BT	107	Business Communications[2]	3
BUS	102	Math Skills for Business[3]	3
CAPPS	104	Windows	1
IS	120	Business Computer Use	3
		Total	**15**

Second Quarter

BT	108	Business Communications[2]	3
CAPPS	110	Word	3
CAPPS	120	Outlook	2
IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	2
IS	144	Programming Fundamentals	3
IS	160	Internet Fundamentals	1
		Total	**17**

Third Quarter

ACCT&	201	Prin of Accounting I [4]	5
BUS	280	Human Relations in Business[5]	5
CAPPS	112	Excel	3
CAPPS	114	Access	3
GRDSN	158	PhotoShop I	2
		Total	**18**

Fourth Quarter

BT	257	Presentation Graphics/Publishing	3
BT	272	Business Correspondence	5
GRDSN	126	Web Production	2
IS	162	Data Communications and Networks	3
IS	210	Internet Programming I	3
		Total	**16**

Fifth Quarter

BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
IS	164	Network Management	5
		Elective[6]	2
		Total	**15**

Sixth Quarter

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	285	Administrative Professional Internship	2
		Elective[6]	4
		Total	**14**

95 credits are required for the AAS Degree.

[1] *Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.*

[2] *BT 107 and 108 may be substituted with ENGL& 101. If ENGL& 101 is substituted, total credits required for AAS degree are 94.*

[3] *BUS 102 may be substituted with BUS 103 .*

[4] *Students may take ACCT 103 (3 credits) AND two credits of approved accounting credits. Permission of instructor.*

[5] *BUS 280 may be substituted with HS 136.*

[6] *See department for listing of approved electives.*

AGRICULTURE PRE-MAJOR

AA-DTA Degree: SCC

Agriculture is one of the biggest businesses in the United States as well as Washington State. Although training in agriculture provides a good background for successful modern farming, it also prepares young men and women for several hundred different kinds of occupations having to do with agribusiness, technical and professional work in teaching, research and extension with state, federal, and private agencies.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

	Suggested Courses to Consider[1]	90
	Total	**90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

AGRICULTURE TECHNOLOGY

AAS Degree, Certificate: SCC

The Agriculture Technology program is designed to train students for entry-level employment in the agricultural chemical and fertilizer industry as well as grain and farming operations. Program graduates are qualified for advancement into sales, service, field representative and branch management positions.

AAS DEGREE

First Quarter
AGHRT	104	Principles of Pest Management[1]	5
AGHRT	116	Green Industry Management[1]	5
AGHRT	126	Computer Essentials for Environmental Sciences[1]	2
AGHRT	171	Agricultural Leadership Training[1]	1
APLED	112	Applied Mathematics[2]	3
		Total	**16**

Second Quarter
AGGEN	151	Agriculture Shop Skills[3]	4
AGGEN	156	Equipment Operation and Maintenance[3]	5
AGHRT	101	Basic Crop Science[3]	5
AGHRT	102	Pesticides and Application Equipment[3]	5
AGHRT	172	Agricultural Leadership Training[3]	1
		Total	**20**

Third Quarter
APLED	121	Applied Written Communication[4]	4
ENVS	210	Environmental Soil Science[5]	5
NATRS	204	Maps and Aerial Photo Interpretation[5]	5
		Total	**14**

Fourth Quarter
AGHRT	266	Cooperative Education Seminar[6]	1
AGHRT	267	Cooperative Education Work Experience[6]	7
		Total	**8**

Fifth Quarter
AGHRT	230	Plant Problem Diagnosis[1]	5
AGHRT	232	Pest Management Project[1]	2
ENVS	110	Plant Biology [1]	5
WATER	109	Introduction to Water Resources[1]	5
		Total	**17**

Sixth Quarter
AGGEN	154	Small Engine Operation and Maintenance[3]	4
AGHRT	219	Soil Management and Fertility[3]	5
NATRS	220	Introduction to Geographic Information Systems for Natural Resources[3]	4
NATRS	230	Global Positioning Systems[3]	3
		Total	**16**

Seventh Quarter
AGHRT	225	Weed Biology and Control[5]	5
BUS	280	Human Relations in Business[5]	5
ENVS	218	Environmental Science Conservation Planning[5]	3
NATRS	221	Applications in Geographic Information Systems[5]	5
		Total	**18**

109 credits are required for the AAS Degree.

CERTIFICATE
First Quarter
AGHRT	104	Principles of Pest Management[1]	5
AGHRT	116	Green Industry Management[1]	5
AGHRT	126	Computer Essentials for Environmental Sciences[1]	2
AGHRT	171	Agricultural Leadership Training[1]	1
APLED	112	Applied Mathematics[2]	3
		Total	**16**

Second Quarter
AGGEN	151	Agriculture Shop Skills[3]	4
AGGEN	156	Equipment Operation and Maintenance[3]	5
AGHRT	101	Basic Crop Science[3]	5
AGHRT	102	Pesticides and Application Equipment[3]	5
AGHRT	172	Agricultural Leadership Training[3]	1
		Total	**20**

Third Quarter
APLED	121	Applied Written Communication[4]	4
ENVS	210	Environmental Soil Science	5
		Approved Electives[7]	5
		Total	**14**

50 credits are required for the Certificate.

SMALL EQUIPMENT REPAIR SPECIALIST

SCC's one-quarter Small Equipment Repair Specialist is designed to provide entering students or currently employed individuals with the skills needed to succeed in an entry-level position maintaining and repairing a variety of small electric or gas-driven equipment used in landscape maintenance and agrichemical industries.

First Quarter
AGGEN	152	Arc Welding	4
AGGEN	153	Oxy-acetylene Welding	4
AGGEN	154	Small Engine Operation and Maintenance[3]	4
AGGEN	156	Equipment Operation and Maintenance[8]	5
		Total	**17**

17 credits are required for the Certificate.

SPRAY TECHNICIAN

SCC's one-quarter Spray Technician Certificate program is designed to provide entering students or currently employed individuals with the skills needed to succeed in an entry-level position applying pesticides and fertilizers in landscape maintenance and agrichemical industries.

First Quarter
AGGEN	156	Equipment Operation and Maintenance[8]	5
AGHRT	102	Pesticides and Application Equipment[8]	5
AGHRT	104	Principles of Pest Management	5
		Total	**15**

15 credits are required for the Certificate.

[1] *This course may be offered fall quarter only.*

[2] *This course may be offered fall quarter only. This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[3] *This course may be offered winter quarter only.*

[4] *This course may be offered spring quarter only. This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[5] *This course may be offered spring quarter only.*

[6] *This course may be offered summer quarter only.*

[7] *This elective must be approved by the instructional dean.*

[8] *This course may be offered fall and winter quarters only.*

ANTHROPOLOGY PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Anthropology is the science of humans. It studies humans in relation to their distribution, origin, classification, culture, physical character, environment, and social relations. It strives to understand all humans and give us a better awareness of ourselves.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

[1] Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

ARCHITECTURAL TECHNOLOGY

AAS Degree: SCC

The first year consists of line construction, lettering, architectural symbols, orthographic projections, freehand sketching, isometric pictorial drawing, light construction principles and use of drafting expressions. Additional emphasis is placed on architectural detailing which consists of drawing wall sections, window and door schedules, fireplace design and details, stair design and details, footings and foundations, floor plans, and framing plans. Utilization of the above is finalized in the development of residential working drawings of varying degrees of complexity.

The second year consists of architectural working drawings for commercial applications developed from a preliminary design; drafting techniques, standards and practices of the profession, including office procedure knowledge and use of building materials; structural framing systems as used in the building industry; and related engineering technical courses.

AAS DEGREE

First Quarter

ARCHT	112	Introduction to Architectural Drafting	7
ARCHT	114	Architectural Math	3
ARCHT	120	Residential Architecture Theory	3
ARCHT	126	Introduction to Computer Assisted Drafting	5
		Total	**18**

Second Quarter

ARCHT	122	Basic Residential Drafting	7
ARCHT	124	Advanced Architectural Math	2
ARCHT	130	Residential Building Materials	4
ARCHT	134	Electrical and Mechanical Systems	3
ARCHT	139	Delineation	4
		Total	**20**

Third Quarter

APLED	121	Applied Written Communication[1]	4
ARCHT	125	Residential Building Codes	2
ARCHT	132	Advanced Residential Drafting/CAD	7
ARCHT	138	CAD Applications	5
		Total	**18**

Fourth Quarter

APLED	123	Leadership Skills for Business and Industry[1]	3
ARCHT	240	Commercial Building Codes	3
ARCHT	242	Introduction to Commercial Drafting/CAD	8
ARCHT	246	Commercial Architecture Theory	3
		Total	**17**

Fifth Quarter

APLED	125	Employment Preparation[1]	3
ARCHT	250	Introduction to Commercial Building Materials	4
ARCHT	251	Advanced Commercial Building Codes	3

ARCHT	252	Basic Commercial Drafting/CAD	8
		Total	**18**

Sixth Quarter

ARCHT	196	Special Problems[2]	4
ARCHT	262	Advanced Commercial Drafting/CAD[2]	10
ARCHT	263	Advanced Commercial Building Materials	4
		Total	**18**

109 credits are required for the AAS Degree.

[1] This related education requirement may be met by any course or combination of courses approved by the instructional dean.

[2] ARCHT 266 and ARCHT 267 or ARCHT 288 (no seminar) may be substituted for one or more of these courses with permission of the instructor.

ART
(ASSOCIATE OF FINE ARTS DEGREE)

AFA Degree: SFCC

The Associate of Fine Arts (AFA) program offers a solid foundation of art courses and some general undergraduate requirements for the student intending to pursue a liberal arts degree or a Fine Arts degree (BFA) at a four-year institution or for the student who will transfer to a professional art school. The AFA prepares students to transfer to a four-year institution with a minimum of 90 credits, which include many general university requirements. Art schools and university art departments may require that portfolios be submitted for admission into art programs. The AFA provides the student an opportunity to prepare a portfolio of original work. In addition, the AFA provides the student an opportunity to develop his/her skills and explore various avenues of creative image making.

Faculty coaching of studio and academic work is essential for this degree. At least 30 credits in art must be earned at Spokane Falls Community College, including the final quarter of the program. A cumulative grade point of 2.0 or better must be maintained. Students should meet with their art adviser to review the catalog and/or transfer manual of the school to which they plan to transfer before selecting courses.

Contact the SFCC Art Department for articulated AFA agreements with Eastern Washington University, Washington State University, The Evergreen State College, and Cornish College of the Arts.

AFA DEGREE

First Quarter

ART&	100	Art Appreciation[1]	5
ART	101	Fundamentals of Drawing	4
ART	105	Color and Design	5
ART	122	Health and Safety in Art	1
		Additional Studio Class Recommended[2]	0-5
		Total	**15-20**

Second Quarter

ART	102	Drawing Composition[3]	4
ART	106	3-D Design	4
ART	112	Non-Western Art[4]	5
ENGL&	101	English Composition I	5
		Total	**18**

Third Quarter

ART	110	Modern Art[5]	5
ART	161	Portfolio I[6]	1
ART	180	Watercolor[7]	4
ART	202	Figure Drawing	3
		Lab Science Elective	5
		Total	**18**

Fourth Quarter

ART	130	Sculpture[8]	4
CMST&	101	Introduction to Comm[9]	5
MATH&	107	Math in Society	5
		Additional Studio Class Recommended[2]	0-5
		Total	**14-19**

Fifth Quarter

ART	205	Ceramics[10]	4
		Additional Studio Class Recommended[2].	0-5
		Non-Art Humanities Elective	5
		Social Sciences Elective	5
		Total	**14-19**

Sixth Quarter

ART	186	Oil Painting[11]	4
ART	261	Exhibit[6]	1
		Additional Studio Class Recommended[2].	0-5
		Art Elective[12].	3-4
		Social Sciences Elective	5
		Total	**13-19**

92-113 credits are required for the AFA Degree.

[1] *ART& 100 may be substituted with ART 108 or 112.*

[2] *The faculty recommend that you take one (1) additional studio class during this quarter to build a stronger portfolio.*

[3] *ART 102 may be substituted with ART 103.*

[4] *ART 112 may be substituted with ART& 100 or ART 109.*

[5] *ART 110 should be taken in the first year of the two-year program and is offered spring quarter only. Student cannot complete ART 161 without completing ART 110.*

[6] *ART 161 and 261 are required classes. ART 161 is taught fall and spring quarters only and must be taken PRIOR to ART 261, which is taught spring quarter only.*

[7] *ART 180 may be substituted with ART 186 or 188.*

[8] *ART 130 may be substituted with ART 147, 189, 202 or 205.*

[9] *CMST& 101 may be substituted with ENGL& 201*

[10] *ART 205 may be substituted with ART 130 or 194.*

[11] *ART 186 may be substituted with ART 180, 188, 190, 191, 192 or 193.*

[12] *Any art course will serve as an art elective. Some classes can be repeatable courses. See college catalog for listing of courses and repeatable courses.*

ART PRE-MAJOR

AA-DTA Degree: SFCC

A primary purpose of the Art Department is to offer a solid foundation of academic and studio art courses for transfer to a four-year institution. The AA degree is one of two options in art for transfer. The AA degree might be chosen by the student pursuing a liberal arts degree with an art minor or major. He/she may complete all basic art requirements at Spokane Falls Community College.

The core of art courses will provide a foundation for a liberal arts degree at a four-year institution. Some four-year institutions and most art schools, however, require many more studio courses and a portfolio of original art for admission into a fine arts program. If the SFCC student, after having checked the requirements of the transfer institution, needs to build a portfolio and strengthen his/her skills, that student might best select the AFA program.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

	Suggested Courses to Consider[1]	90
	Total	**90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

AUDIO TECHNOLOGY

AAS Degree, Certificate: SFCC

The objective of this program is to prepare students for entry-level jobs and for self employment in the entertainment industry in the areas of digital/audio production, recording/live sound engineering and as broadcast and audio equipment technicians.

The certificate and first year of the AAS degree provides a basic under-

standing of the music technology/audio engineering field. Students learn principles and procedures of studio recording, CD production and live sound reinforcement. They also receive an introduction to state of the art software programs specific to the digital recording industry including ProTools. The first year also includes basic music theory, piano keyboard skills and the business aspects of the music industry.

The second year of the AAS degree provides advanced study and implementation of the above as well as intensive study of the ProTools operating system. Students will further develop their skills in studio recording, CD production, live sound reinforcement, song writing, and Musical Instrument Digital Interface (MIDI)/digital technologies for music arranging and film scoring.

AAS DEGREE

First Quarter

AUDIO	116	Music Basics for Audio Professionals[1]	5
AUDIO	117	Introduction to Music Technology	5
AUDIO	155	Introduction to Recording.	5
		Functional Piano or Private Lessons Elective[2].	1-2
		Total	**16-17**

Second Quarter

AUDIO	113	Live Sound and Location Recording I	3
AUDIO	118	MIDI Sequencing I.	2
AUDIO	120	Digital Audio I	3
BT	107	Business Communications	3
BUS	102	Math Skills for Business	3
MUSC	114	Contemporary Harmony.	3
		Functional Piano or Private Lessons Elective[2].	1-2
		Total	**18-19**

Third Quarter

AUDIO	119	MIDI Sequencing II	2
AUDIO	121	Digital Audio II.	3
AUDIO	156	Audio Engineering I.	5
AUDIO	159	Business of Music.	5
AUDIO	209	Demo CD Production	4
		Total	**19**

Fourth Quarter

AUDIO	217	System Setup and Maintenance	3
AUDIO	218	Digital Audio III	5
AUDIO	255	Audio Engineering II	4
MUSC	214	Contemporary Harmony II/Songwriting	5
		Total	**17**

Fifth Quarter

AUDIO	205	MIDI Arranging	5
AUDIO	213	Live Sound II	4
AUDIO	219	Digital Audio IV	5
		Related Instruction Elective	3-5
		Total	**17-19**

Sixth Quarter

AUDIO	206	Film Scoring[3]	5
AUDIO	220	Digital Audio V	5
AUDIO	259	Business of Music II	5
		Related Instruction Elective	3-5
		Total	**18-20**

105-111 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

AUDIO	116	Music Basics for Audio Professionals[1]	5
AUDIO	117	Introduction to Music Technology	5
AUDIO	155	Introduction to Recording.	5
		Functional Piano or Private Lessons Elective[2].	1-2
		Total	**16-17**

Second Quarter

AUDIO	113	Live Sound and Location Recording I	3
AUDIO	118	MIDI Sequencing I.	2
AUDIO	120	Digital Audio I	3
BT	107	Business Communications	3
BUS	102	Math Skills for Business	3

MUSC 114 Contemporary Harmony 3
Functional Piano or Private Lessons Elective[2]. 1-2
Total 18-19

Third Quarter
AUDIO 119 MIDI Sequencing II 2
AUDIO 121 Digital Audio II. 3
AUDIO 156 Audio Engineering I. 5
AUDIO 159 Business of Music. 5
AUDIO 209 Demo CD Production 4
Total 19

53-55 credits are required for the Certificate.

FUNCTIONAL PIANO OR PRIVATE LESSONS ELECTIVE
MUSC 166 Functional Piano I 2
MUSC 167 Functional Piano II. 2
MUSC 180 Private Lessons 1

RELATED INSTRUCTION ELECTIVE
BT 108 Business Communications 3
BT 272 Business Correspondence 5
BUS 103 Basic Business Math and Electronic Calculators 5
BUS 104 Business Mathematics 5
BUS 105 Principles of Leadership 3
BUS 280 Human Relations in Business 5
ENGL& 101 English Composition I. 5
ENGL& 235 Technical Writing 5
HS 136 Improving Interpersonal Communication. 5

[1] *AUDIO 116 may be substituted with MUSC& 141.*

[2] *MUSC 180 may be taken up to three times. If taking private lessons: first quarter select either piano or keyboarding; second quarter select keyboarding.*

[3] *AUDIO 206 may be substituted with AUDIO 256.*

[4] *BUS 104 may be substituted with any math course 099 or above.*

AUTOMOTIVE COLLISION AND REFINISHING TECHNICIAN

AAS Degree: SCC

The Automotive Collision and Refinishing Technician program teaches skills including metalwork, glasswork, refinishing, and welding. Instruction is primarily by demonstration and individual help in a shop situation where field conditions are simulated. This includes wire feed; plastic repair; a study of basic hand tools and their uses; basic metal straightening techniques; use of modern shop equipment; and basic refinishing methods. The advanced portion of the course involves practical applications in metal straightening; body and panel alignment; frame and chassis repair; and body repair including both major damage and miscellaneous repair. Modern refinishing and paint techniques are included.

A comprehensive study of automobile refinishing, material damage estimating, insurance procedures, and shop procedures is emphasized.

Students must complete each ABF and related course with a 2.0 grade or better before advancing to subsequent quarters.

AAS DEGREE
First Quarter
ABF 113 Introduction to Job Safety, Tools, and Equipment 4
ABF 114 Introduction to Unibody and Frame Alignment and
Repair 4
ABF 115 Basic Metal Straightening and Panel Alignment 4
ABF 116 Introduction to Estimating and Parts Identification . . . 4
ABF 117 Automotive Collision MIG Welding. 1
CIS 105 Computer Fundamentals for Vocations I 2
Total 19

Second Quarter
ABF 243 Advanced Unibody and Frame Alignment and Repair. 6
ABF 244 Advanced Metal Straightening and Panel Alignment
Methods 5
ABF 245 Estimating Applications. 5
APLED 112 Applied Mathematics[1] 3
Total 19

Third Quarter
ABF 133 Introduction to Industrial Safety and Hygiene 3
ABF 134 Introduction to Interior and Exterior Surface
Preparation 4
ABF 135 Basic Polishing and Detailing 3
ABF 136 Introduction to Topcoat Systems and Application
Procedures 3
ABF 137 Basic Color Matching and Paint Mixing Fundamentals 3
APLED 125 Employment Preparation[1] 3
Total 19

Fourth Quarter
ABF 263 Advanced Interior and Exterior Surface Preparation . . 4
ABF 264 Advanced Paint Application, Color Matching, and Paint
Mixing. 4
ABF 265 Materials and Cost Estimation 3
ABF 268 Advanced Finessing, Compounding, and Detailing . . . 5
MMGT 205 Small Business Planning[1] 5
Total 21

Fifth Quarter
ABF 123 Introduction to Major Panel Replacement. 5
ABF 124 Introduction to Mechanical Components 3
ABF 125 Introduction to Major Unibody and Frame Repair 5
ABF 126 Fundamentals of Shop Procedures. 3
APLED 121 Applied Written Communication[1] 4
ISFTY 111 Industrial First Aid 2
Total 22

Sixth Quarter
ABF 253 Intermediate Major Panel Replacement Applications[2] . 6
ABF 254 Intermediate Mechanical Components Applications[2] . 4
ABF 255 Intermediate Major Unibody and Frame Methods[2] . . . 6
APLED 123 Leadership Skills for Business and Industry[2]. 3
Total 19

119 credits are required for the AAS Degree.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *ABF 266 and 267 or ABF 288 may be substituted for ABF courses in the sixth quarter with permission of the instructor.*

AUTOMOTIVE MACHINIST

AAS Degree, Certificate: SCC

The successful completion of the two-year Automotive Machinist program will enable graduates to enter the workforce as skilled craftsmen. They will possess a thorough understanding of the internal combustion engine and the methods required to remanufacture the complete product. They also will have the knowledge and ability to safely and successfully operate sophisticated machinery. Students learn about materials used in today's high-tech engines with emphasis on the exacting tolerances necessary for successful operation of the finished engine. They are offered specialized training with intense theory and hands-on performance based objectives. All of the automotive machinist classes are competency-based to maximize the students' ability to learn the subject matter at their own pace.

The Automotive Machinist Certificate program is offered to the person who has an automotive background and wishes to specialize as an automotive machinist. This program consists of the last three quarters of the two-year Automotive Machinist program. To enroll in the certificate program, the student should have industry experience. Instructor permission is required before enrolling.

A 2.0 grade or better must be maintained in all automotive coursework before advancing to the subsequent quarter. Students not meeting this minimum requirement must repeat the course(s) before progressing.

AAS DEGREE
First Quarter
AUTMT 110 Principles of Engine Operation and Identification 9
AUTMT 111 Engine Disassembly Methods. 4
AUTMT 112 Basic Machinery Operation. 3
AUTMT 113 Shop Safety. 2
CIS 105 Computer Fundamentals for Vocations I 2
Total 20

Second Quarter

AGGEN	157	Arc Welding	1
AGGEN	158	Oxy-acetylene Welding	1
AUTMT	120	Machinery Setup and Maintenance	7
AUTMT	121	Machinery Setup and Maintenance Applications	8
		Total	**17**

Third Quarter

AGGEN	161	Advanced Maintenance Welding	1
APLED	123	Leadership Skills for Business and Industry[1]	3
AUTMT	130	Principles of Air Flow	8
AUTMT	131	Air Flow Applications	2
AUTMT	132	Camshaft and Cylinder Head Applications	8
		Total	**22**

Fourth Quarter

APLED	121	Applied Written Communication[1]	4
AUTMT	210	Engine Construction	2
AUTMT	211	Engine Machining Theory I	6
AUTMT	212	Engine Machine Applications I	8
		Total	**20**

Fifth Quarter

APLED	125	Employment Preparation[1]	3
AUTMT	220	Practical Math[2]	2
AUTMT	221	Engine Machining Theory II[2]	6
AUTMT	222	Engine Machining Applications II[2]	8
		Total	**19**

Sixth Quarter

AUTMT	230	Engine Assembly and Testing[2]	3
AUTMT	231	Engine Machining Theory III[2]	6
AUTMT	232	Engine Machining Applications III[2]	7
ISFTY	111	Industrial First Aid	2
		Total	**18**

116 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

APLED	121	Applied Written Communication[1]	4
AUTMT	210	Engine Construction	2
AUTMT	211	Engine Machining Theory I	6
AUTMT	212	Engine Machine Applications I	8
		Total	**20**

Second Quarter

APLED	125	Employment Preparation[1]	3
AUTMT	220	Practical Math	2
AUTMT	221	Engine Machining Theory II	6
AUTMT	222	Engine Machining Applications II	8
		Total	**19**

Third Quarter

AUTMT	230	Engine Assembly and Testing	3
AUTMT	231	Engine Machining Theory III	6
AUTMT	232	Engine Machining Applications III	7
		Total	**16**

55 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *AUTMT 266 (2 credits) and AUTMT 267 (14 credits) or AUTMT 288 (16 credits) may be substituted for AUTMT courses in fifth or sixth quarter with instructor permission.*

AUTOMOTIVE TECHNOLOGY

AAS Degree, Certificate: SCC

The Automotive Technology program prepares students for employment in many areas of the automotive field including dealerships, independent garages, fleet shops, service stations and specialty shops which cover areas such as tune-ups and brakes. Students may enter the program in any of the first five quarters. The one-year certificate requires completion of any three quarters of the automotive technology program and the four related classes identified in footnote 1. This flexible schedule also enables students to receive short-term certificates while pursuing their degree.

Students interested in receiving special training in Toyota T-TEN (Technical Education Network) may substitute specialized courses specifically catering to Toyota T-TEN option. Entrance into the program requires an interview with and permission of the instructor. Continuation within the course program requires permission of the instructor. Students must complete each AUTO course with a 2.0 grade or better before advancing to subsequent quarters.

AAS DEGREE

AUTOMOTIVE TECHNOLOGY

First Quarter

APLED	121	Applied Written Communication[1]	4
AUTO	111	Theory of Brakes	3
AUTO	112	Theory and Application of Brake Repair	4
AUTO	131	Principles of Suspension Systems	4
AUTO	132	Service and Repair of Suspension Systems	5
		Total	**20**

Second Quarter

APLED	112	Applied Mathematics[1]	4
AUTO	211	Theory of Engines[2]	8
AUTO	212	Theory and Application of Engine Repair	8
		Total	**20**

Third Quarter

AGGEN	157	Arc Welding	1
AUTO	115	Theory of Electronics and Accessories[2]	4
AUTO	116	Diagnosis of Electronics and Accessories[2]	5
AUTO	215	Advanced Theory of Electronics and Accessories[2]	3
AUTO	216	Advanced Diagnosis of Electronics and Accessories[1]	4
ISFTY	111	Industrial First Aid[1]	2
		Total	**19**

Fourth Quarter

AGGEN	158	Oxy-acetylene Welding	1
AUTO	117	Theory of Engine Performance[2]	5
AUTO	118	Diagnosis of Engine Performance[2]	6
AUTO	119	Theory of Air Conditioning	2
AUTO	120	Air Conditioning Applications	3
CIS	105	Computer Fundamentals for Vocations I	2
		Total	**19**

Fifth Quarter

AUTO	113	Theory of Transmissions/Transaxles[3]	3
AUTO	114	Diagnosis of Transmissions/Transaxles[3]	4
AUTO	129	Principles of Automatic Transmissions[3]	4
AUTO	130	Service and Repair of Automatic Transmissions[3]	5
MMGT	205	Small Business Planning[1]	5
		Total	**21**

Sixth Quarter

APLED	125	Employment Preparation[1]	3
AUTO	121	Principles of Engine Performance, Air Conditioning, and Electrical	4
AUTO	122	Engine Performance, Service, and Repair	5
AUTO	221	Advanced Principles of Engine Performance, Air Conditioning, and Electrical[3]	3
AUTO	222	Advanced Engine Performance, Service, and Repair[3]	4
		Total	**19**

Seventh Quarter

		Optional Summer Course — High Performance Engines[4]	0-16
		Total	**0-16**

118-134 credits are required for the AAS Degree.

TOYOTA T-TEN OPTION

First Quarter

AGGEN	161	Advanced Maintenance Welding	4
AUTO	102	Introduction to Toyota	1
AUTO	103	Introduction to Toyota Lab	1
AUTO	104	Toyota Internship	2

AUTO 105 Toyota Electrical Systems I 3
AUTO 107 Toyota Electrical Circuitry Theories. 5
CIS 105 Computer Fundamentals for Vocations I[5] 2
　　　　　Total **18**

Second Quarter
APLED 123 Leadership Skills for Business and Industry[1]. 3
AUTO 106 Toyota Internship 1
AUTO 123 Toyota Engine Performance I 2
AUTO 124 Toyota Engine Performance I Lab. 4
AUTO 125 Toyota Engine Repair. 2
AUTO 126 Toyota Engine Repair Lab 4
　　　　　Total **16**

Third Quarter
AUTO 127 Toyota Electrical Systems II. 1
AUTO 128 Toyota Electrical Systems II Lab 1
AUTO 205 Toyota Internship 5
AUTO 207 Toyota Engine Performance II 2
AUTO 208 Toyota Engine Performance II Lab 3
ISFTY 111 Industrial First Aid[1] 2
　　　　　Total **14**

Fourth Quarter
APLED 121 Applied Written Communication[1] 4
AUTO 201 Toyota Brakes 3
AUTO 202 Toyota Brakes Lab 3
AUTO 203 Toyota Steering and Suspension. 3
AUTO 204 Toyota Steering and Suspension Lab 3
　　　　　Total **16**

Fifth Quarter
AUTO 209 Toyota Internship 12
AUTO 219 Toyota Hybrid Technology. 2
　　　　　Total **14**

Sixth Quarter
APLED 112 Applied Mathematics[1]. 5
AUTO 217 Principles of Automatic Transmissions. 4
AUTO 218 Service and Repair of Automatic Transmissions 5
AUTO 223 Theory of Transmissions 3
AUTO 224 Diagnosis of Transmissions 4
　　　　　Total **21**

Seventh Quarter
AGGEN 158 Oxy-acetylene Welding 1
AUTO 225 Toyota Heating and Air Conditioning 2
AUTO 226 Toyota Heating and Air Conditioning Lab. 3
AUTO 236 Toyota Internship 7
　　　　　Total **13**

112 credits are required for the AAS Degree.

CERTIFICATE

AUTOMOTIVE TECHNOLOGY CERTIFICATE

The one-year certificate requires completion of any three quarters of the automotive technology program and the four related classes identified in footnote 1. This flexible schedule also enables students to receive short-term certificates while pursuing their degree. 58-60 credits are required for the certificate.

APLED 112 Applied Mathematics[1]. 4
APLED 121 Applied Written Communication[1] 4
APLED 125 Employment Preparation[1]. 3
ISFTY 111 Industrial First Aid[1] 2
　　　　　Any Three Quarters of AAS Degree[6] 45-47
　　　　　Total **58-60**

58-60 credits are required for the Certificate.

AUTOMOTIVE TRANSMISSIONS/TRANSAXLES

This short-term certificate program introduces students to the theory and operation of both manual and automatic transmissions/transaxles, differential, drive line, and constant velocity joints. Students learn the principles of steering and suspension systems including MacPherson struts and four-wheel alignment, late model transmissions, transaxles and sub assemblies. Practical applications include the diagnosis and repair of all types of transmissions/transaxles components.

First Quarter
AUTO 113 Theory of Transmissions/Transaxles 3
AUTO 114 Diagnosis of Transmissions/Transaxles. 4
AUTO 129 Principles of Automatic Transmissions. 4
AUTO 130 Service and Repair of Automatic Transmissions 5
　　　　　Total **16**

16 credits are required for the Certificate.

BRAKES AND SUSPENSION

This short-term certificate provides students with both theory and practical lab applications in automotive brake, suspension and hydraulic systems. Students gain experience in the diagnosis and repair of the following systems and components: master cylinder and hydraulic systems, drum and disc brakes, parking brakes, machining of brake drums and rotors, power brake units, and anti-lock brake systems.

First Quarter
AUTO 111 Theory of Brakes. 3
AUTO 112 Theory and Application of Brake Repair 4
AUTO 131 Principles of Suspension Systems 4
AUTO 132 Service and Repair of Suspension Systems 5
　　　　　Total **16**

16 credits are required for the Certificate.

ELECTRONICS/ELECTRICAL

This short-term certificate program introduces students to basic electrical concepts including Ohm's Law, magnetism, analog and digital meters, and test equipment. Students gain practical shop experience in the testing of such equipment as test lamps, voltmeters and ammeters. Hookup and testing of electronics and electrical components and circuits also are included.

First Quarter
AUTO 115 Theory of Electronics and Accessories 4
AUTO 116 Diagnosis of Electronics and Accessories. 5
AUTO 215 Advanced Theory of Electronics and Accessories 3
AUTO 216 Advanced Diagnosis of Electronics and Accessories. . . 4
　　　　　Total **16**

16 credits are required for the Certificate.

ENGINE PERFORMANCE/AIR CONDITIONING

This two-quarter certificate program emphasizes both engine performance and air conditioning systems and components. Content areas include ignition systems, fuel and exhaust/emissions systems, theory of carburetion and ignition systems. Students are introduced to heating and air conditioning systems and gain practical shop experience in their diagnosis and repair procedures. An electronics/electrical certificate must be earned before taking these courses.

First Quarter
AUTO 117 Theory of Engine Performance 5
AUTO 118 Diagnosis of Engine Performance. 6
AUTO 119 Theory of Air Conditioning. 2
AUTO 120 Air Conditioning Applications 3
　　　　　Total **16**

Second Quarter
AUTO 121 Principles of Engine Performance, Air Conditioning, and
　　　　　Electrical 4
AUTO 122 Engine Performance, Service, and Repair 5
AUTO 221 Advanced Principles of Engine Performance, Air
　　　　　Conditioning, and Electrical 3
AUTO 222 Advanced Engine Performance, Service, and Repair . . 4
　　　　　Total **16**

32 credits are required for the Certificate.

ENGINE REPAIR

This short-term engine repair certificate program provides students with theory and operation fundamentals of engine diagnosis. Students gain practical shop experience in engine repair, inspection of cylinder heads, valve trains, engine blocks, and lubrication and cooling systems.

First Quarter
AUTO 211 Theory of Engines 8
AUTO 212 Theory and Application of Engine Repair 8

Total **16**

16 credits are required for the Certificate.

OPTIONAL SUMMER COURSE - HIGH PERFORMANCE ENGINES

AUTO   270   High Performance Engines 16

[1] *This related education requirement may be met with any course or combination of courses approved by the instructional dean. Required related courses for the one-year certificate are APLED 112,121,125 and ISFTY 111.*

[2] *These courses must be taken before AUTO 121 and 122.*

[3] *AUTO 266 and 267 or 288 (no seminar) may be substituted. A maximum of 18 credits of cooperative education is allowed.*

[4] *AUTO 270 for automotive technology students desiring to receive additional training may be taken summer quarter either after the 3rd or 6th quarter. Instructor permission required. Completion of this course will entitle the student to a certificate of completion issued by the dean of instruction for technical education.*

[5] *This related education requirement may be met with any course or combination of courses approved by the instructional dean. CIS 105 may be substituted with CIS 110.*

[6] *The one-year certificate requires completion of any three quarters of the automotive technology program and the four related classes identified in the certificate option.*

AVIATION MAINTENANCE TECHNOLOGY

AAS Degree, Certificate: SCC

Approved courses in both airframe and powerplant mechanics are offered to meet the Federal Aviation Administration requirements. General aircraft courses offered the first two quarters are prerequisites to both the airframe and powerplant phase of the program. Students receive a well-rounded education in general aircraft mechanics the first two quarters of the program. Third- and fourth-quarter course offerings include both lecture and lab courses in airframe repair, and fifth- and sixth-quarter offerings include lecture and lab courses in powerplant repair. Courses to satisfy the requirements for an AAS degree will be by arrangement.

Graduates of the program are eligible to take the FAA examination for both the Airframe and Powerplant licenses. A minimum of 1,900 attendance hours is required to take these exams.

AAS DEGREE
First Quarter

ARCFT	115	Introduction to General Aircraft Maintenance	5
ARCFT	116	Introduction to General Aircraft Maintenance Shop . .	4
ARCFT	117	General Aircraft Maintenance.	5
ARCFT	118	General Aircraft Maintenance Shop.	4
MATH	100	Vocational Technical Mathematics[1].	3-4
		Total	**21-22**

Second Quarter

ARCFT	119	Advanced General Aircraft Maintenance.	5
ARCFT	120	Advanced General Aircraft Maintenance Shop.	4
ARCFT	135	Basic Airframe Maintenance	5
ARCFT	136	Basic Airframe Maintenance Shop	5
		Related Education Requirement[2]	3-4
		Total	**22-23**

Third Quarter

ARCFT	137	Airframe Structures	5
ARCFT	138	Airframe Structures Shop	5
ARCFT	139	Airframe Systems.	5
ARCFT	140	Airframe Systems Shop.	5
		Related Education Requirement[2]	3-4
		Total	**23-24**

Fourth Quarter

ARCFT	235	Advanced Airframe Systems.	5
ARCFT	236	Advanced Airframe Systems Shop	5
ARCFT	237	Integrated Airframe Powerplant Maintenance	5
ARCFT	238	Integrated Airframe Powerplant Maintenance Shop . .	5
		Related Education Requirement[2]	3
		Total	**23**

Fifth Quarter

ARCFT	245	Aircraft Engines I	5
ARCFT	246	Aircraft Engines Shop I	5
ARCFT	247	Aircraft Engines II	5
ARCFT	248	Aircraft Engines Shop II	5
		Total	**20**

Sixth Quarter

ARCFT	255	Powerplant Systems and Components I	5
ARCFT	256	Powerplant Systems and Components I Shop	5
ARCFT	257	Powerplant Systems and Components II.	5
ARCFT	258	Powerplant Systems and Components II Shop.	5
		Total	**20**

Seventh Quarter

	Additional Credits to Satisfy FAA Requirements[3]. .	0-20
	Total	**0–20**

129-152 credits are required for the AAS Degree.

CERTIFICATE

AIRFRAME MAINTENANCE CERTIFICATE

This two-quarter certificate provides students with both theory and practical lab application on advanced aircraft construction, rigging and repair, aircraft operation systems, aircraft warning systems, and advanced aircraft electrical systems. This certificate in conjunction with the General Aircraft Maintenance Certificate would allow a student to be eligible to apply for a Federal Aviation Administration Maintenance Airframe License. Completion of the General Aircraft Maintenance certificate is required before Airframe and/or Powerplant Certificate programs are taken. FAA requires 750 hours of attendance.

First Quarter

ARCFT	137	Airframe Structures	5
ARCFT	138	Airframe Structures Shop	5
ARCFT	139	Airframe Systems.	5
ARCFT	140	Airframe Systems Shop.	5
		Total	**20**

Second Quarter

ARCFT	235	Advanced Airframe Systems.	5
ARCFT	236	Advanced Airframe Systems Shop	5
ARCFT	237	Integrated Airframe Powerplant Maintenance	5
ARCFT	238	Integrated Airframe Powerplant Maintenance Shop . .	5
		Total	**20**

40 credits are required for the Certificate.

GENERAL AIRCRAFT MAINTENANCE CERTIFICATE

This two-quarter certificate provides students with both theory and practical lab applications in aviation physics and aerodynamics, aircraft weight and balance, aircraft ground handling, basic aircraft electrical circuits, aircraft inspection techniques, aircraft materials and construction, and Federal Aviation Administration regulations and maintenance entries. Completion of this certificate is required before Airframe and/or Powerplant Certificate programs are taken. FAA requires 400 hours of attendance.

MATH	100	Vocational Technical Mathematics[4].	3
		Total	**3**

First Quarter

ARCFT	115	Introduction to General Aircraft Maintenance	5
ARCFT	116	Introduction to General Aircraft Maintenance Shop . .	4
ARCFT	117	General Aircraft Maintenance.	5
ARCFT	118	General Aircraft Maintenance Shop.	4
		Total	**18**

Second Quarter

ARCFT	119	Advanced General Aircraft Maintenance.	5
ARCFT	120	Advanced General Aircraft Maintenance Shop.	4
ARCFT	135	Basic Airframe Maintenance	5
ARCFT	136	Basic Airframe Maintenance Shop	5
		Total	**19**

40 credits are required for the Certificate.

POWERPLANT MAINTENANCE CERTIFICATE

This two-quarter certificate provides students with both theory and practical lab application in powerplant theory and construction both for reciprocating and turbine engines, and theory and repair of powerplant accessories. This certificate in conjunction with the General Aircraft Maintenance Certificate allows students to be eligible to apply for a Federal Aviation Administration Maintenance Powerplant License. Completion of the General Aircraft Maintenance Certificate is required before Airframe and/or Powerplant Certificate programs are taken. FAA requires 750 hours of attendance.

First Quarter

ARCFT 245 Aircraft Engines I 5
ARCFT 246 Aircraft Engines Shop I 5
ARCFT 247 Aircraft Engines II 5
ARCFT 248 Aircraft Engines Shop II 5
           Total **20**

Second Quarter

ARCFT 255 Powerplant Systems and Components I 5
ARCFT 256 Powerplant Systems and Components I Shop 5
ARCFT 257 Powerplant Systems and Components II. 5
ARCFT 258 Powerplant Systems and Components II Shop. 5
           Total **20**

40 credits are required for the Certificate.

ADDITIONAL CREDITS TO SATISFY FAA REQUIREMENTS

ARCFT 275 Theory and Review - Airframe or Powerplant 1-10
ARCFT 276 Airframe or Powerplant Shop 1-10

[1] *This course may be substituted with any course from the department pre-approved substitution list or any related course or combination of courses approved by the instructional dean.*

[2] *This course may be chosen from a pre-approved departmental elective list or any related course or combination of courses approved by the instructional dean. A subtotal of 12 credits (a minimum of 3 in each category) in the re-lated education areas of computation, written communication, and human relations/leadership is required for the AAS degree.*

[3] *Available for students who have not accumulated 1900 hours or satisfied other FAA requirements.*

[4] *Required by FAA.*

AVIATION/AIRWAY SCIENCE — ARTICULATED PROGRAM

Articulation: SFCC

Spokane Falls Community College (SFCC) has an articulation agreement with the University of North Dakota. This challenging two-year program articulates with several programs and degrees offered through the University of North Dakota's Center for Aerospace Sciences. SFCC students can complete their first two years of a four-year bachelor's degree in any of the following majors:

- Air Traffic Control, BS
- Air Transport, BS
- Airport Management, BBA
- Aviation Management, BBA
- Aviation Systems Management, BS
- Commercial Aviation, BS
- Flight Education, BS
- Meteorology, BS and MS

At the end of two years, students will have earned the following pilot licenses:

- Commercial Pilot License
- Instrument Rating
- Multi-Engine Rating
- Private Pilot License

ARTICULATION

AIRSC 102 Introduction to Aviation 6
AIRSC 103 Introduction to Meteorology. 6
AIRSC 110 Private Flight Lab. 1
AIRSC 120 Private Flight Lab II 1
AIRSC 121 Basic Attitude Instrument Flying 3
AIRSC 122 IFR Regulations and Procedures. 3
AIRSC 150 Commercial Flight Lab I 2
AIRSC 203 Aviation Meteorology 5
AIRSC 223 Aerodynamics-Airplanes. 3
AIRSC 224 Aircraft Systems and Instruments 3
AIRSC 225 Multiengine Systems and Procedures 3
AIRSC 250 Commercial Flight Lab II 2
AIRSC 260 Commercial Flight Lab III 2
AIRSC 270 Multiengine Flight Lab 2
CMST& 101 Introduction to Communication. 5
ENGL& 101 English Composition I. 5
ENGL& 102 Composition II [1] 5
MATH& 141 Precalculus I 5
MATH& 148 Business Calculus 5
PHYS 101 General Physics 5
           Economics Elective 5
           Foreign Language Electives[2] 10
           Health and PE Electives[3] 5
           History Elective 5
           Social Sciences - Human Behavior Elective. 5
           Total **102**

102 credits are required for the Articulation.

ECONOMICS ELECTIVE

ECON& 201 Micro Economics 5
ECON& 202 Macro Economics. 5

FOREIGN LANGUAGE ELECTIVES

FRCH& 121 French I 5
FRCH& 122 French II 5
GERM& 121 German I. 5
GERM& 122 German II 5
SPAN& 121 Spanish I. 5
SPAN& 122 Spanish II 5

HISTORY ELECTIVE

HIST& 116 Western Civilization I 5
HIST& 117 Western Civilization II 5
HIST& 118 Western Civilization III 5

SOCIAL SCIENCES - HUMAN BEHAVIOR ELECTIVE

ANTH& 206 Cultural Anthropology. 5
PSYC& 100 General Psychology 5
SOC& 101 Intro to Sociology. 5

[1] *ENGL& 102 may be substituted with ENGL& 235.*

[2] *Select 10 credits in the same foreign language.*

[3] *Refer to AA degree requirements for approved courses in health and PE. Five credits are required.*

BAKING: PROFESSIONAL PASTRIES AND SPECIALTY CAKES

Certificate: SCC

This program prepares students for employment in independent, specialty bakeries and professional cake decorating environments. The certificate provides practical and theoretical training in personal hygiene in the baking industry, baking machinery usage, and production training in the baking of artisan breads and pastries. Students learn decorating, including proper piping procedures, tube usage, flower creation and decoration, color mixing and design principles.

A 2.0 grade or higher must be maintained in all APLED, BAK and HM courses for the certificate.

CERTIFICATE
First Quarter

BAK 101 Introduction to Baking and Pastries 1
BAK 110 Artisan Breads 5
BAK 111 Pastries 7
HM 112 Hospitality Mathematics[1] 3
           Total **16**

Second Quarter

BAK	120	Special Occasion Cakes	2
BAK	121	Tortes and Gateau	2.5
BAK	130	Sculptured Cakes	2.5
BAK	131	Rolled Fondant	2.5
BAK	248	Wedding Cakes	2.5
HM	115	Food Sanitation	3
		Total	**15**

Third Quarter

APLED	121	Applied Written Communication[1]	4
APLED	123	Leadership Skills for Business and Industry[1]	3
BAK	266	Cooperative Education Seminar	1
BAK	267	Cooperative Education Work Experience	6
		Total	**14**

45 credits are required for the Certificate.

[1] *This course may be substituted with any course or combination of courses approved by the instructional dean.*

BIOLOGICAL SCIENCE PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

The Life Science Department offers courses in the fields of environmental biology, general biology, anatomy and physiology, nutrition, microbiology, botany and zoology. These courses allow students to investigate the scientific world either as a major area of study, part of the liberal arts curriculum or just to satisfy a curiosity.

There are positions in a wide variety of areas for biologists such as teachers, college and university researchers, naturalists and company and government agency environmentalists. Currently, however, there is a surplus of applicants for nearly all positions and competition is keen. Relocation is a probable aspect of job finding.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AS-T #1 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

BIOMEDICAL EQUIPMENT TECHNICIAN

AAS Degree: SCC

This program is designed to prepare students for employment in the specialized field of biomedical electronics in a hospital or in the medical electronics industry.

The curriculum has been planned to give comprehensive training in circuit analysis, laboratory techniques and the use of modern test equipment. A balanced study of peripheral subjects that make the biomedical equipment technician unique also is included. These subjects include fundamentals of physics, chemistry, physiology, medical terminology, hospital ethics and hospital safety. The curriculum provides special lectures and laboratories in repair, and preventive maintenance of medical electronic equipment.

Graduates are prepared for employment as entry-level biomedical equipment technicians. To qualify for graduation, the student must have successfully completed five quarters of basic electronics including the additional required courses (i.e., chemistry and physics) and the six and seventh quarter biomedical sequence. Entrance to each quarter of

basics is contingent upon satisfactory completion of the previous quarter. Students may enroll fall and winter quarters only. The clinical practicum is available during summer quarter only.

The goal of the program is to provide the health care field with biomedical equipment technicians who have a thorough understanding of electronic fundamentals; a practical ability to design, construct and troubleshoot electronic circuits; and knowledge about the theory of operation, physiological principles, and the safe and practical applications of biomedical equipment.

AAS DEGREE

First Quarter

ELECT	110	Computer Fundamentals for Electronics	2
ELECT	111	Fundamentals of DC/AC Circuits	7
ELECT	112	DC/AC Circuit Lab	5
ELECT	113	DC/AC Circuit Math	5
		Total	**19**

Second Quarter

BIOEQ	199	Medical Terminology for Biomedical Equipment Technology[1]	2
ELECT	121	Advanced DC/AC Circuits	9
ELECT	122	Advanced DC/AC Circuits Lab	5
ELECT	123	Advanced DC/AC Circuit Math	5
		Total	**21**

Third Quarter

ELECT	136	Solid State Devices and Circuits	5
ELECT	137	Solid State Devices and Circuits/Lab	4
ELECT	138	Linear Devices and Circuits	5
ELECT	139	Linear Devices and Circuits Lab	4
PHYS	100	Introductory Physics[2]	5
		Total	**23**

Fourth Quarter

CHEM&	121	Intro to Chemistry [2]	5
ELECT	211	Digital Concepts	5
ELECT	212	Digital Concepts Lab	4
ELECT	213	Basic Computer Systems	5
ELECT	214	Basic Computer Systems Lab	4
		Total	**23**

Fifth Quarter

APLED	125	Employment Preparation[3]	3
ELECT	221	Communication Fundamentals	5
ELECT	222	Communication Fundamentals Lab	4
ELECT	223	Advanced Computer Systems	5
ELECT	224	Advanced Computer Systems Lab	4
		Total	**21**

Sixth Quarter

APLED	121	Applied Written Communication[2]	4
BIOEQ	242	Physiology for Biomedical Equipment Technology	3
BIOEQ	251	Biomedical Instrumentation Patient Monitoring and Clinical	10
BIOEQ	252	Biomedical Instrumentation Laboratory	6
		Total	**23**

Seventh Quarter

BIOEQ	271	Biomedical Equipment Technology Clinical Rotation	10
BIOEQ	272	Biomedical Seminar	4
		Total	**14**

144 credits are required for the AAS Degree.

[1] *This course is offered winter quarter only.*

[2] *It is recommended that students starting fall quarter should take APLED 121, CHEM& 121 and PHYS 100 during summer quarter to lighten their credit load for the third and fourth quarters. APLED 121 may be substituted by any course or combination of courses approved by the instructional dean.*

[3] *These courses may be substituted by any course or combination of courses approved by the instructional dean.*

BIOTECHNOLOGY

AAS Degree: SCC

Biotechnology is a fascinating and rapidly changing field. Many of the techniques used in the industry today were known only to a few scientists in the world less than a decade ago. Scientists working in research and industry use biotechnology techniques to uncover the molecular basis for human diseases and for the production of new drugs and treatments, the enhancement of agricultural products, and the remediation of environmental problems. The SCC Biotechnology program prepares students for work in commercial or public research laboratories that rely on this cutting-edge technology. The curriculum provides a basic foundation in science disciplines including chemistry, biology, microbiology, genetics and immunology, as well as coursework in communications, mathematics and computer science. Students will build a working knowledge of molecular biology, recombinant DNA and tissue cultures through a broad-based program of lectures, hands-on laboratory experiences and work-based learning opportunities.

Job opportunities in biotechnology are increasing rapidly as new technologies are increasing, especially in the areas of medicine and agriculture. The completion of the human genome sequence promises to revolutionize the relationship between biotechnology and medicine, and similar results are expected in agriculture from the sequencing of genomes of major crop species. The biotechnology industry has more than tripled in size between 1992 and 2000. The Spokane region is home to an emerging biotechnology cluster with more than 50 biotech and biomedical firms (Spokane Area Economic Development Council) and is adjacent to a national biotechnology center in the Puget Sound region.

IMPORTANT: Courses with the BIOTC prefix are NOT generally transferable to four-year institutions. Articulation agreements are currently being negotiated with universities in this area.

AAS DEGREE

First Quarter

BIOL	120	Scientific Investigation.	5
BIOL&	160	General Biology w/Lab	5
ENGL&	101	English Composition I.	5
		Total	**15**

Second Quarter

BIOTC	120	Cell Culture Techniques.	5
BIOTC	122	Good Manufacturing Practices	1
CMST	227	Intercultural Communication	5
		Required Elective[1]	5
		Total	**16**

Third Quarter

BIOL	233	Genetics	5
BIOTC	129	Introduction to Protein Chemistry	2
BIOTC	201	Scientific Communication.	3
MATH&	141	Precalculus I	5
		Total	**15**

Fourth Quarter

		Required Elective[2]	1-5
		Total	**1-5**

Fifth Quarter

BIOTC	251	Recombinant DNA	5
CHEM&	161	General Chem w/ Lab I	5
PHYS	101	General Physics	5
		Total	**15**

Sixth Quarter

BIOL&	260	Microbiology.	5
BIOTC	220	Instrumental Analysis	1
BIOTC	261	Fermentation	5
CHEM&	162	General Chem w/ Lab II	5
		Total	**16**

Seventh Quarter

BIOL	237	Introduction to Immunology	5
CHEM&	163	General Chem w/ Lab III	5

		Required Elective[3]	2-8
		Total	**12-18**

90-100 credits are required for the AAS Degree.

REQUIRED ELECTIVE

BIOTC	240	Biotechnology Internship	1-5
BIOTC	289	Biotechnology Project Internship	1-3
BOT	111	Botany: Plant Structure and Function	5
ZOOL	122	Vertebrate Zoology.	5

[1] *Students may choose between BOT 111 or ZOOL 122 but are encouraged to take both. Recommended enrollment is in the second and seventh quarters.*

[2] *BIOTC 240 with permission of instructor is required fourth quarter elective.*

[3] *BIOTC 289 with permission of instructor is required for 1 – 3 credits. If additional credits are needed to meet the 90 credit minimum, select course from required electives.*

BRIEF COMPUTING-SOFTWARE APPLICATIONS

Certificate: SFCC

The Brief Computing-Software Applications Certificate program is designed to meet the growing need for computer skills. Students and members of the business community need computer training for current and future employment. The program is designed to be "generic," which supplements a two-year degree program or as a stand-alone certificate for those already in the working world. The student must have career goals or a profession in which to apply the computer skills gained through the certificate program.

The primary goal of the certificate program is to teach students to use the computer for daily business operations. Special attention is given to "hands-on" experience using popular software applications.

The certificate will indicate to the employer that the certificate holder has the skills to effectively utilize a computer.

CERTIFICATE

First Quarter

CAPPS	104	Windows.	1
CAPPS	110	Word	1
CAPPS	112	Excel	1
CAPPS	114	Access	1
CAPPS	116	PowerPoint	1
IS	142	Hardware Fundamentals.	3
IS	143	Operating System Fundamentals.	2
IS	144	Programming Fundamentals	3
IS	160	Internet Fundamentals	1
		Total	**14**

14 credits are required for the Certificate.

BUSINESS ADMINISTRATION PRE-MAJOR

AA-DTA Degree, Associate in Business DTA/MRP Degree: SCC, SFCC

More people earn their living in business than in any other field of endeavor. Regardless of their basic training-whether it be in design, social services, health fields, the arts or a vocational area-most persons seeking employment turn to private business. The profit or loss within a company can depend on good business "know-how." Even those who do not earn their living through business enterprise directly (such as lawyer, small business owner and government employee) usually find it necessary to know something about business operations. Hence, the importance of business administration can hardly be overemphasized.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

ASSOCIATE IN BUSINESS DTA/MRP DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the Associate in Business DTA/MRP Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

BUSINESS AND SOFTWARE APPLICATIONS

Certificate: SFCC

The Business and Software Applications Certificate — a three-quarter program of study — helps students develop math and communication skills required in a business environment. In addition, students learn computer applications and human relations skills. This certificate is intended to provide students with the essential skills and knowledge required for entry-level positions in business.

CERTIFICATE
First Quarter

BT	101	Keyboarding[1]	5
BT	107	Business Communications	3
BUS	102	Math Skills for Business	3
		Computer Elective[2]	1-3
		Total 12-14	

Second Quarter

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	108	Business Communications	3
BUS&	101	Intro to Business.	5
CAPPS	112	Excel	3
CAPPS	116	PowerPoint	2
		Total 16	

Third Quarter

BT	272	Business Correspondence	5
BUS	108	eBusiness	2
CAPPS	114	Access	2
		Human Relations Elective[2]	3-5
		Total 12-14	

40-44 credits are required for the Certificate.

COMPUTER ELECTIVE

IS	120	Business Computer Use	3
IS	160	Internet Fundamentals	1

HUMAN RELATIONS ELECTIVE

BUS	280	Human Relations in Business	5
MMGT	223	Customer Service	3

[1] *BT 101 may be substituted with BT 100 and CAPPS 110 for a total of five credits.*

[2] *Select course from list of approved electives.*

BUSINESS OCCUPATIONS

Certificate: SCC

The Business Occupations Certificate is designed to provide a balanced survey of business knowledge and skills that are core to the General Business Associate in Applied Science degree program and most other business AAS degree programs. All students graduating from this program must have a minimum grade of 2.0 on each of the accounting, economics and general business required courses. Students must also have a 2.0 cumulative minimum grade point average on all required courses in the program.

CERTIFICATE

ACCT	151	College Accounting I[1]	5
BUS&	101	Intro to Business.	5
BUS	280	Human Relations in Business[2]	5
		Business Electives[3]	16-17
		Computer Electives[4]	3-10
		Math Electives	3-5
		Speech Communication Electives	3-5
		Written Communication Electives	5-6
		Total 45-58	

45-58 credits are required for the Certificate.

BUSINESS ELECTIVES
MMGT	101	Principles of Management	5

COMPUTER ELECTIVES
BT	101	Keyboarding	5
CIS	110	Introduction to Computer Applications.	5
CS	101	Computer Literacy	5
IS	120	Business Computer Use	3

MATH ELECTIVES
BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5

SPEECH COMMUNICATION ELECTIVES
CMST&	101	Introduction to Communication.	5
CMST	201	Speech for Business and Professions	3
CMST&	210	Interpersonal Communication	5

WRITTEN COMMUNICATION ELECTIVES
BT	107	Business Communications	3
BT	108	Business Communications	3
BT	109	Business Communications	5
BT	272	Business Correspondence	5
ENGL&	101	English Composition I.	5
ENGL&	102	Composition II	5

[1] *ACCT 151 may be substituted with ACCT& 201.*

[2] *BUS 280 may be substituted with MMGT 101.*

[3] *See department for list of approved business electives.*

[4] *BT 101 or proven proficiency required. Students with keyboarding experience may waive this requirement by passing a department proficiency test.*

[5] *BUS 102 may be substituted with BUS 103.*

BUSINESS OCCUPATIONS

Certificate: SFCC

The Business Occupations Certificate is designed to provide a balanced survey of business knowledge and skills that are core to the General Business Associate in Applied Science degree program and most other business AAS degree programs.

CERTIFICATE

ACCT&	201	Prin of Accounting I [1]	5
BUS&	101	Intro to Business.	5
BUS	280	Human Relations in Business[2]	5
		Business Electives[3]	16-17
		Computer Electives[4]	3-10
		Math Electives	3-5
		Speech Communication Electives[5]	3-5
		Written Communication Electives	5-6
		Total 45-58	

45-58 credits are required for the Certificate.

COMPUTER ELECTIVES
BT	101	Keyboarding	5
CIS	110	Introduction to Computer Applications.	5
CS	101	Computer Literacy	5
IS	120	Business Computer Use	3

MATH ELECTIVES
BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5

SPEECH COMMUNICATION ELECTIVES

CMST& 101 Introduction to Communication. 5
CMST 201 Speech for Business and Professions 3
CMST& 210 Interpersonal Communication 5

WRITTEN COMMUNICATION ELECTIVES

BT 107 Business Communications 3
BT 108 Business Communications 3
BT 109 Business Communications 5
BT 272 Business Correspondence 5
ENGL& 101 English Composition I. 5
ENGL& 102 Composition II 5

[1] *ACCT& 201 may be substituted with ACCT 151.*

[2] *BUS 280 may be substituted with MMGT 101.*

[3] *See department for list of approved business electives.*

[4] *BT 101 or proven proficiency required. Students with keyboarding experience may waive this requirement by obtaining a waiver from the business technology department chair.*

[5] *Additional courses in written communication may be substituted for the speech communication list.*

BUSINESS, GENERAL

AAS Degree: SCC

The objective of this program is to permit the student maximum flexibility in designing a two-year program of study in business. The student may specialize in a particular area of business such as distribution, sales, or accounting; or select courses that provide a general exposure to several areas of business.

The General Business curriculum serves the student who is uncertain about transferring to a four-year institution or who wants a curriculum that maximizes transferability and at the same time permits emphasis on business courses to a greater extent than is possible when taking the general two-year transfer program.

Such a curriculum does not permit a student to complete all the courses normally required by a four-year institution in the freshman–sophomore years; however, it is possible for the student to undertake a curriculum where many of these requirements are met and where all other completed courses taken could be accepted for elective credit by the four-year institution. All students graduating from this program must have a minimum grade of 2.0 on each of the Management, Accounting, Economic, and General Business required courses. Students must also have a 2.0 cumulative minimum grade point average on all required courses in the program.

AAS DEGREE

OPTION 1

ACCT 151 College Accounting I[1] 5
BUS& 101 Intro to Business. 5
BUS 104 Business Mathematics [2] 5
BUS 280 Human Relations in Business 5
CIS 110 Introduction to Computer Applications[3] 5
ECON 100 Fundamentals of Economics[4] 5
ENGL& 101 English Composition I. 5
IBE 201 Integrated Business and Entrepreneurship
            Principles I 10
IBE 202 Integrated Business and Entrepreneurship
            Principles II. 10
IBE 203 Integrated Business and Entrepreneurship
            Principles III 10
MMGT 100 Supervised Volunteer Experience 1
MMGT 101 Principles of Management 5
MMGT 211 Marketing 5
            Business Electives[5] 6
            Speech Elective. 3-5
            Written Communication Elective 5
            Total 90-92

90-92 credits are required for the AAS Degree.

OPTION 2

ACCT 151 College Accounting I[1] 5

BUS& 101 Intro to Business. 5
BUS 104 Business Mathematics [2] 5
BUS 280 Human Relations in Business 5
CIS 110 Introduction to Computer Applications[3] 5
ECON 100 Fundamentals of Economics[4] 5
ENGL& 101 English Composition I. 5
MMGT 100 Supervised Volunteer Experience 1
MMGT 101 Principles of Management 5
MMGT 211 Marketing 5
            Business Electives[5] 36
            Speech Elective. 3-5
            Written Communication Elective 5
            Total 90-92

90-92 credits are required for the AAS Degree.

SPEECH ELECTIVE

CMST& 101 Introduction to Communication. 5
CMST 201 Speech for Business and Professions 3

WRITTEN COMMUNICATION ELECTIVE

BT 272 Business Correspondence 5
ENGL& 102 Composition II 5
ENGL& 235 Technical Writing 5

[1] *ACCT 151 may be substituted with ACCT& 201.*

[2] *BUS 103 or proficiency test is required.*

[3] *Keyboarding skills are required.*

[4] *ECON 100 may be substituted with a higher level ECON course.*

[5] *See department for list of approved business electives. BUS 120 is strongly recommended.*

[6] *CMST& 101 may be substituted with CMST 201.*

[7] *BT 109 is prerequisite to BT 272.*

[8] *ENGL& 102 may be substituted with ENGL& 235.*

BUSINESS, GENERAL

AAS Degree: SFCC

The objective of this program is to permit the student maximum flexibility in designing a two-year program of study in business. The student may specialize in a particular area of business such as distribution, sales, or accounting; or select courses that provide a general exposure to several areas of business.

The General Business curriculum serves the student who is uncertain about transferring to a four-year institution or who wants a curriculum that maximizes transferability and at the same time permits emphasis on business courses to a greater extent than is possible when taking the general two-year transfer program.

Such a curriculum does not permit a student to complete all the courses normally required by a four-year institution in the freshman – sophomore years; however, it is possible for the student to undertake a curriculum where many of these requirements are met and where all other completed courses taken could be accepted for elective credit by the four-year institution.

AAS DEGREE

First Quarter

BT 100 Beginning Keyboarding[1] 1
BT 107 Business Communications[2]. 3
BUS& 101 Intro to Business. 5
            Business Elective[3] 3
            General Elective 5
            Total 17

Second Quarter

BT 108 Business Communications[2]. 3
BUS 103 Basic Business Math and Electronic Calculators 5
BUS 108 eBusiness 2
            General Elective 5
            Total 15

Third Quarter

BT 272 Business Correspondence 5
CMST& 101 Introduction to Communication. 5

Business Elective[3] 2
Computer Software Elective 1
General Elective 2
Total 15

Fourth Quarter
ACCT& 201 Prin of Accounting I 5
ECON& 202 Macro Economics. 5
Business Elective[3] 5
Total 15

Fifth Quarter
ACCT 121 Payroll Procedures 3
ACCT 122 Business Tax Accounting 1
BUS& 201 Business Law 5
Business Elective[3] 5
Total 14

Sixth Quarter
BUS 280 Human Relations in Business 5
Business Elective[3] 6
General Elective 3
Total 14

90 credits are required for the AAS Degree.

COMPUTER SOFTWARE ELECTIVE
CAPPS 102 Introduction to Office 1
CAPPS 110 Word 1
CAPPS 112 Excel 1
CAPPS 114 Access 1
CAPPS 116 PowerPoint 1

[1] *BT 100 may be substituted with BT 101 .*
[2] *ENGL& 101 may be substituted for BT 107 and 108 depending on the student's educational objectives.*
[3] *All general business students must take a minimum of 19 credits of business electives.*

CARPENTRY AND CABINETRY

AAS Degree, Certificate: SCC

Carpentry is a rewarding career ideally suited to the person who has an interest in and aptitude for working with tools and materials. The trade requires the development of manual skills: skills that involve both thinking and doing. Carpentry also requires a thorough knowledge of materials and methods used in construction work.

The carpenter belongs to the largest group of building trade workers. Job opportunities encompass everything from new residential or commercial construction to remodeling and alteration, maintenance, and building repair work.

First Aid/CPR is a condition of graduation and must be obtained by the third quarter.

AAS DEGREE
First Quarter
APLED 121 Applied Written Communication[1] 4
CARP 113 Carpentry Math 5
CARP 114 Transit Layout and Design 4
CARP 115 Basic Construction Systems 7
Total 20

Second Quarter
CARP 123 Cabinetry Math 3
CARP 124 Cabinet Layout and Design 5
CARP 125 Cabinet Construction 5
CARP 126 Cabinet Finishing. 3
Total 16

Third Quarter
CARP 133 Introduction to Estimating 3
CARP 134 Introduction to Trim and Exterior Finish 3
CARP 135 Practical Construction Applications. 8
CARP 136 Residential Blueprint Reading 2
Total 16

Fourth Quarter
APLED 123 Leadership Skills for Business and Industry[1] 3
CARP 243 Plan Reading and Material Estimation 7
CARP 244 Practical Framing Applications 9
MET 103 Introduction to Computers for Technology 3
Total 22

Fifth Quarter
ARCHT 125 Residential Building Codes 2
CARP 251 Introduction to Construction Trades. 2
CARP 253 Exterior Estimating 7
CARP 254 Exterior Application Methods. 9
Total 20

Sixth Quarter
CARP 263 Interior Estimating. 7
CARP 264 Interior Application Methods 9
Total 16

Seventh Quarter
Optional Courses[2] 0-18
Total 0-18

110-128 credits are required for the AAS Degree.

CERTIFICATE

CARPENTRY AND CABINETRY
First Quarter
APLED 121 Applied Written Communication[1] 4
CARP 113 Carpentry Math 5
CARP 114 Transit Layout and Design 4
CARP 115 Basic Construction Systems 7
Total 20

Second Quarter
APLED 123 Leadership Skills for Business and Industry[3]. 3
CARP 123 Cabinetry Math 3
CARP 124 Cabinet Layout and Design 5
CARP 125 Cabinet Construction 5
CARP 126 Cabinet Finishing. 3
Total 19

Third Quarter
CARP 133 Introduction to Estimating 3
CARP 134 Introduction to Trim and Exterior Finish 3
CARP 135 Practical Construction Applications 8
CARP 136 Residential Blueprint Reading 2
Total 16

Fourth Quarter
Optional Courses[2] 0-18
Total 0-18

55-73 credits are required for the Certificate.

ADVANCED CABINETRY
This Cabinetry program is designed for students who wish to obtain advanced skills in cabinetry. The coursework provides both basic and advanced projects that require additional skills and techniques not offered in the basic program. Permission of the instructor is required for admission to the program.

First Quarter
CARP 123 Cabinetry Math 3
CARP 124 Cabinet Layout and Design 5
CARP 125 Cabinet Construction 5
CARP 126 Cabinet Finishing. 3
Total 16

Second Quarter
CARP 223 Advanced Cabinetry Math 3
CARP 224 Advanced Cabinet Layout and Design 5
CARP 225 Advanced Cabinet Construction. 5
CARP 226 Advanced Cabinet Finishing. 3
Total 16

32 credits are required for the Certificate.

BASIC CABINETRY

This program offers a one-quarter certificate in Basic Cabinetry. Students are introduced to fundamental terminology and basic math needed in the design, layout, and construction of residential cabinetry. Other topics covered in basic cabinetry are interior cabinet finishes, including stain application and spraying water-based lacquers using a HVLP system. Emphasis is placed on the safe and proper use of both stationary and portable power equipment. Students may enter the program winter quarter only. Enrollment is limited to space available; preference is given to those students working towards their AAS degree or one-year certificates.

First Quarter

CARP	123	Cabinetry Math	3
CARP	124	Cabinet Layout and Design	5
CARP	125	Cabinet Construction	5
CARP	126	Cabinet Finishing	3
		Total	**16**

16 credits are required for the Certificate.

OPTIONAL COURSES

CARP	223	Advanced Cabinetry Math	3
CARP	224	Advanced Cabinet Layout and Design	5
CARP	225	Advanced Cabinet Construction	5
CARP	226	Advanced Cabinet Finishing	3
CARP	290	Service Learning	1-2

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *These courses are optional for both the certificate and the AAS degree.*

[3] *Required only for those students completing the certificate program.*

[4] *Optional course available any of the seven quarters. CARP 290 variable credits option for carpentry and/or non-carpentry students desiring to receive credits for community service (i.e., Habitat for Humanity, etc.).*

CERTIFICATE IN FINE ARTS (CFA)

CFA: SFCC

The Certificate in Fine Arts (CFA) affirms completion of work and is suitable for art professionals, but is not a transfer certificate. However, the courses are above 100 and are listed in many catalogs for four-year colleges and universities. Most courses will transfer. The program can be completed in two years. To develop a better assimilation of concepts and skills, a longer time span may be suggested for some students.

Each CFA student is assigned an art adviser who helps plan his or her program. Students must submit a portfolio and participate in an exhibition during their final quarter. A candidate for a Certificate in Fine Arts must complete a minimum of 96 quarter hours with a grade point average of 2.0 or better. The art adviser and art faculty will work with and evaluate the work of the student before final approval and recommendation to award the Certificate in Fine Arts.

The faculty recommends that you take one additional studio class during the first quarter to build a stronger portfolio. Not all art classes are offered every quarter. Please contact the art department for course offerings.

CFA

2-D TRACK

First Quarter

ART&	100	Art Appreciation[1]	5
ART	101	Fundamentals of Drawing	4
ART	105	Color and Design	5
ART	122	Health and Safety in Art	1
		Additional Studio Class Recommended[2]	0-5
		Total	**15-20**

Second Quarter

ART	102	Drawing Composition[3]	4
ART	106	3-D Design	4
		Communication Elective	5
		Repeatable Painting Course	4
		Total	**17**

Third Quarter

ART	110	Modern Art[4]	5
ART	161	Portfolio I[5]	1
ART	202	Figure Drawing	3
		Art Elective[6]	4
		Repeatable Required Course - List 1	4
		Total	**17**

Fourth Quarter

ART	147	Advanced Design	3
ART	201	Experimental Drawing[7]	3
		Printmaking Elective	4
		Repeatable Painting Course	4
		Repeatable Required Course - List 1	4
		Total	**18**

Fifth Quarter

ART	191	Screen Printing	4
		Art Elective[6]	5
		Computation Elective	3-5
		Repeatable Painting Course	4
		Total	**16-18**

Sixth Quarter

ART	202	Figure Drawing	3
ART	261	Exhibit[5]	1
		Art Elective[6]	6
		Human Relations Elective	3-5
		Total	**13-15**

96-105 credits are required for the CFA.

3-D TRACK

First Quarter

ART&	100	Art Appreciation[1]	5
ART	101	Fundamentals of Drawing	4
ART	105	Color and Design	5
ART	122	Health and Safety in Art	1
		Additional Studio Class Recommended[2]	0-5
		Total	**15-20**

Second Quarter

ART	102	Drawing Composition[3]	4
ART	106	3-D Design	4
		Communication Elective	5
		Repeatable Painting Course	4
		Total	**17**

Third Quarter

ART	110	Modern Art[4]	5
ART	161	Portfolio I[5]	1
ART	202	Figure Drawing	3
		Art Elective[6]	4
		Repeatable Required Course - List 1	4
		Total	**17**

Fourth Quarter

ART	130	Sculpture	4
ART	147	Advanced Design	3
ART	202	Figure Drawing	3
		Repeatable Ceramics Course	4
		Repeatable Required Course - List 2	3
		Total	**17**

Fifth Quarter

ART	130	Sculpture	4
		Art Elective[6]	2
		Computation Elective	3-5
		Repeatable Ceramics Course	4
		Repeatable Required Course - List 3	3
		Total	**16-18**

Sixth Quarter

ART	261	Exhibit[5]	1
		Art Elective[6]	10
		Human Relations Elective	3-5
		Total	**14-16**

96-105 credits are required for the CFA.

COMPUTATION ELECTIVE

BUS	103	Basic Business Math and Electronic Calculators	5
BUS	104	Business Mathematics	5
BUS	111	Math Skills	1
BUS	112	Advanced Calculator Skills	1
BUS	113	Essential Business Applications	1
BUS	114	Basic Retail Application	1

HUMAN RELATIONS ELECTIVE

| BUS | 105 | Principles of Leadership | 3 |
| HS | 136 | Improving Interpersonal Communication | 5 |

PRINTMAKING ELECTIVE

ART	189	Printmaking	4
ART	190	Printmaking Relief	4
ART	192	Printmaking, Intaglio	4
ART	193	Lithography (Printmaking)	4

REPEATABLE CERAMICS COURSE

| ART | 205 | Ceramics | 4 |
| ART | 206 | Advanced Ceramics | 4 |

REPEATABLE PAINTING COURSE

ART	180	Watercolor	4
ART	186	Oil Painting	4
ART	188	Acrylic Painting	4

REPEATABLE REQUIRED COURSE - LIST 1

| ART | 130 | Sculpture | 4 |
| ART | 205 | Ceramics | 4 |

REPEATABLE REQUIRED COURSE - LIST 2

| ART | 127 | Visual Arts Special Workshops | 1-15 |
| ART | 194 | Jewelry | 3 |

REPEATABLE REQUIRED COURSE - LIST 3

ART	127	Visual Arts Special Workshops	1-15
ART	147	Advanced Design	3
ART	194	Jewelry	3

[1] *ART& 100 may be substituted with ART 108 or 112.*

[2] *The faculty recommend that you take one (1) additional studio class during this quarter to build a stronger portfolio.*

[3] *ART 102 may be substituted with ART 103.*

[4] *ART 110 should be taken in the first year of the two-year program and is offered spring quarter only. Student cannot complete ART 161 without completing ART 110.*

[5] *ART 161 and 261 are required classes. ART 161 is taught fall and spring quarters only and must be taken prior to ART 261, which is taught spring quarter only.*

[6] *Any art course will serve as an art elective. Some classes may be repeatable courses. See college catalog for listing of courses and repeatable courses.*

[7] *Art 201 may be substituted with ART 202.*

[8] *May be substituted with any MATH course 100 level or above.*

CERTIFIED PROFESSIONAL SECRETARY

Credit by Nontraditional Means: SCC, SFCC

Administrative assistants today are rewarded for their efforts to develop a broad knowledge of their own field and the business world by being awarded the title Certified Professional Secretary (CPS). This title is earned by those who meet the qualifications established by the Institute for Certification, an organization sponsored by International Association of Administrative Professionals.

Students who complete a two-year post secondary Administrative Assistant program in an accredited college such as SCC or SFCC may take the examination before they fulfill work experience requirements which are outlined as follows:

■ Students who complete a two-year program in an accredited school and pass the CPS examination must complete three years of verified office experience.

■ Students who complete a bachelor's or advanced degree program and pass the CPS examination must complete two years of verified administrative assistant experience.

Successful completion of the work experience requirements and the examination will permit candidates to receive the CPS certification.

Students who have successfully completed 15 to 30 quarter hours of credit at a college within Community Colleges of Spokane may be granted further credit of up to 60 quarter hours upon completing the requirements of the CPS examination.

Upon completion of the 15-credit-hour residency requirement, 30 credits may be granted. Upon completion of the 30-credit-hour residency requirement, 60 credits may apply toward the requirements for an associate in applied science or associate of arts degree at either SCC or SFCC. The designation as a Certified Professional Secretary may permit specific credit to be given, up to 60 credits for the following courses.

CREDIT BY NONTRADITIONAL MEANS

UP TO 60 CREDITS MAY BE AWARDED

ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II	5
BT	101	Keyboarding	5
BT	102	Document Processing	5
BT	103	Formatting	5
BT	107	Business Communications	3
BT	108	Business Communications	3
BT	109	Business Communications	5
BT	165	Word Processing	5
BT	201	Information Processing	5
BT	231	Office Procedures	5
BT	233	Directed Office Practice	6
BT	240	Administrative Office Procedures	8
BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
BT	272	Business Correspondence	5
BUS&	101	Intro to Business	5
BUS	103	Basic Business Math and Electronic Calculators	5
BUS	104	Business Mathematics	5
BUS&	201	Business Law	5
BUS	280	Human Relations in Business	5
CAPPS	110	Word	5
CIS	101	Technical Introduction to Computer Information Systems	5
CIS	110	Introduction to Computer Applications	5
CIS	255	BASIC Language for Business	5
ECON&	201	Micro Economics	5
ECON&	202	Macro Economics	5
MMGT	231	Human Resource Management	5

[1] *The designation as a certified professional secretary may permit specific credit to be given, up to 60 credits for the following courses. The request for granting of these credits by nontraditional means should be directed to the vice president of student services at SCC.*

[2] *Credit may be awarded for BT 107 and 108 (6 credits), or BT 109 (5 credits).*

[3] *Credit may be awarded for CIS 101 or CIS 110.*

CHEMICAL DEPENDENCY PROFESSIONAL STUDIES

AAS Degree, Certificate: SFCC

The Chemical Dependency Professional Studies program is designed to provide a two-year educational training program for people who are currently employed in a chemical dependency treatment program, or are interested in obtaining employment in the chemical dependency field.

The Chemical Dependency Professional Studies program includes classes in substance drug abuse, social services, counseling skills and other related topics that help individuals become effective with people who have drug problems. In addition, the training program includes practical fieldwork experience that provides students an opportunity to apply what has been learned.

For current certification requirements for alcohol/drug counseling in Washington state, please contact the program coordinator at Spokane Falls Community College or the Department of Health, CDP Division, Olympia, WA.

■ New undergraduate and graduate degrees are being offered regionally for continued growth.

■ These courses may be transferable to four-year schools, and those interested in going on must see a course adviser early in their education.

■ Those declaring a chemical dependency major must attend a screening interview with a background check by way of the chemical dependency coordinating instructor for admission advising.

■ This degree is not equivalent to an AA degree.

AAS DEGREE

First Quarter

HS	102	Introduction to Human Services.	5
HS	136	Improving Interpersonal Communication.	5
HSSUB	131	Survey of Chemical Dependency	3
IS	120	Business Computer Use	3
		Total	**16**

Second Quarter

ENGL&	101	English Composition I.	5
HSSUB	172	Chemical Dependency in the Family	3
HSSUB	179	HIV/AIDS and Chemical Dependency	2
HSSUB	277	Group Process in Chemical Dependency Treatment	5
		Total	**15**

Third Quarter

HSSUB	141	Law and Chemical Dependency Professionals	2
HSSUB	142	Ethics in Chemical Dependency.	2
HSSUB	176	Chemical Dependency Counseling Techniques	5
PSYC&	100	General Psychology	5
		Total	**14**

Fourth Quarter

BUS	102	Math Skills for Business	3
HS	281	Practicum I[1]	5
HSSUB	182	Cultural Diversity in Addiction Counseling.	2
HSSUB	279	Case Management of Chemically Dependent Client	3
		Total	**13**

Fifth Quarter

HS	221	Treatment Theories in Human Services	5
HS	282	Practicum II[1].	5
HSSUB	290	Current Issues in Chemical Dependency.	5
		Total	**15**

Sixth Quarter

HS	283	Practicum III[1]	5
HSSUB	275	Physiological Actions of Alcohol and Drugs	5
HSSUB	280	Advanced Case Management.	3
PSYC&	200	Lifespan Psychology	5
		Total	**18**

91 credits are required for the AAS Degree.

CERTIFICATE

Prerequisites

BUS	*102*	*Math Skills for Business*
ENGL&	*101*	*English Composition I*
HSSUB	*131*	*Survey of Chemical Dependency*

The one year certificate program offers a certificate from our college, which is not a substitute for state certification. The one year curriculum assumes that students have completed other college work. The state of Washington has a minimum requirement of 90 credit hours of education of which this certificate is only a part. You will need to demonstrate to the Department of Health that, in addition to the certificate courses listed here, you have a MINIMUM total of 90 approved credit hours, half of which are the certificate courses.

HS	221	Treatment Theories in Human Services[2]	5
HS	281	Practicum I[1]	5
HS	282	Practicum II[1].	5
HSSUB	141	Law and Chemical Dependency Professionals	2
HSSUB	142	Ethics in Chemical Dependency.	2
HSSUB	172	Chemical Dependency in the Family	3
HSSUB	176	Chemical Dependency Counseling Techniques	5
HSSUB	179	HIV/AIDS and Chemical Dependency	2
HSSUB	182	Cultural Diversity in Addiction Counseling.	2
HSSUB	275	Physiological Actions of Alcohol and Drugs	5
HSSUB	277	Group Process in Chemical Dependency Treatment	5
HSSUB	279	Case Management of Chemically Dependent Client	3
HSSUB	280	Advanced Case Management.	3
HSSUB	290	Current Issues in Chemical Dependency.	5
PSYC&	100	General Psychology	5
PSYC&	200	Lifespan Psychology	5
		Total	**62**

62 credits are required for the Certificate.

[1] *Practicum hours must be performed at an approved chemical dependency field site.*

[2] *HS 221 may be substituted with HSSOC 221.*

CHEMISTRY PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Chemistry is the "central science" of a wide range of studies, exploring the structures and transformations of matter down to the molecular level. Since chemistry is foundational to all technology advances, Chemistry majors find employment in a variety of professions. Majoring in Chemistry also provides excellent background for graduate studies in pharmacy, environmental sciences, chemical engineering, biotechnology, nutrition, medicine, and dentistry, among others.

Recent employment surveys show that about two-thirds of chemists work in various industrial fields. These include, but are not limited to, development of pharmaceutical drugs, computer technology, petroleum processing, environmental toxicology, and forensic sciences. About one-fourth of the chemists teach and/or do research in academic institutions. Chemists also work in less technical fields, serving as managers, attorneys, journalists, etc., either in government agencies or the private sector.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | Suggested Courses to Consider[1] | 90 |
| | **Total** | **90** |

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | Suggested Courses to Consider[1] | 90 |
| | **Total** | **90** |

90 credits are required for the AS-T #1 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

CHIROPRACTIC ASSISTANT

Certificate: SCC

The Chiropractic Assistant Certificate program prepares students for positions in the chiropractic office field as receptionists and chiropractic billing clerks with the ability to communicate with and answer questions from chiropractic patients about their care and the chiropractic philosophy.

Admission Requirements:

■ Keyboarding skills: 40 wpm with six or fewer errors completed at the SCC testing center or enrollment in BT 101 or 102

■ Current first aid/CPR card or successful completion of ISFTY 111 or equivalent

■ Students with ASSET scores below 30 or COMPASS test scores below 43 must successfully complete BT 151 during the first quarter

A minimum passing grade of 2.0 in each course is required for the certificate.

CERTIFICATE

First Quarter

BT	090	Basic Grammar for Business II	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	108	Medical Office Computing	5
		Total	**15**

Second Quarter

ACCT	151	College Accounting I	5
BT	231	Office Procedures	5
MSEC	102	Medical Terminology and Anatomy	5
MSEC	123	Medical Office Coding	5
		Total	**20**

Third Quarter

BUS	103	Basic Business Math and Electronic Calculators	5
MSEC	121	Medical Office Reception	5
MSEC	124	Medical Office Insurance Billing	5
MSEC	125	Medical Office Bookkeeping	5
		Total	**20**

Fourth Quarter

BT	160	Job Preparation Techniques	3
MSEC	120	Human Relations/Communications for Medical Office Personnel	5
MSEC	284	Medical Internship Seminar	1
MSEC	289	Chiropractic Internship	3
		Total	**12**

67 credits are required for the Certificate.

CHIROPRACTIC PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Chiropractic is a system of treatment based on the principle that a person's health is determined largely by the nervous system, and that interference with this system impairs normal functions and lowers resistance to disease. Chiropractors treat their patients primarily by manual manipulation of parts of the body, especially the spinal column.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]		90
Total		**90**

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]		90
Total		**90**

90 credits are required for the AS-T #1 Degree.

[1] Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

CIVIL ENGINEERING TECHNOLOGY

AAS Degree: SCC

The Civil Engineering Technology program is designed to provide a comprehensive, well balanced study in applied and related science concerning the engineering and construction industry. This course prepares students in the basic fundamentals of construction techniques, materials testing, surveying, estimating and quantity take-off, plan reading, drafting (manual and computer aided), office and business procedures, planning of construction work, and computer-aided design.

AAS DEGREE

First Quarter

CET	111	Technical Math	8
CET	112	Plan Reading	4
CET	113	Drafting	4
CIS	105	Computer Fundamentals for Vocations I[1]	3
		Total	**19**

Second Quarter

CET	121	Applied Technical Math	7
CET	122	Surveying Theory	5
CET	123	Introduction to Civil Computer Aided Design	6
GEOL	116	Environmental Geology	5
		Total	**23**

Third Quarter

CET	133	Field Surveying	8
CET	136	Statics	6
CET	161	Land Surveying	5
		Total	**19**

Fourth Quarter

CET	242	Advanced Surveying	6
CET	243	Advanced Civil Computer Aided Design	6
CET	253	Strength of Materials	5
ENGL&	101	English Composition I[1]	5
		Total	**22**

Fifth Quarter

APLED	125	Employment Preparation[1]	3
CET	252	Hydraulics I	6
CET	254	Structures	5
CET	257	Construction Materials I	6
		Total	**20**

Sixth Quarter

CET	230	Construction Process I	3
CET	232	Construction Process II[2]	2
CET	256	Hydraulics II	3
CET	258	Construction Materials II[2]	3
CET	261	Concrete	3
CET	264	Design Project[2]	3
		Total	**17**

120 credits are required for the AAS Degree.

[1] May be substituted with any course or combination of courses approved by the instructional dean.

[2] May be substituted with CET 266 and CET 267 or CET 265, CET 288 or CET 291 with permission of the instructor.

COMPUTER AIDED DESIGN AND DRAFTING

AAS Degree, Certificate: SCC

The Computer Aided Design and Drafting AAS degree program prepares students with the skills necessary for drafting and design using both CAD drafting and solid modeling techniques. The course of study prepares students to work in engineering teams for large and small manufacturing firms, consultant engineering firms, testing, and research companies to gain employment as computer aided drafters.

Students not only learn to draft using CAD and solid modeling techniques, but also get "hands-on" practical experience in rapid prototyping, engineering competitions, and by learning fabrication processes used in industry. Coursework includes a balance of basic skills in math and communications, as well as practical application of relevant computer assisted drafting skills in several engineering disciplines, including: mechanical, civil and structural engineering; architectural drafting; electrical and fluid power schematics; and fabrication/piping drafting.

AAS DEGREE

First Quarter

APLED	112	Applied Mathematics[1]	5
APLED	121	Applied Written Communication[2]	4
MET	101	Introduction to Engineering[3]	2
MET	105	Basic Blueprint Reading	3
MET	114	Engineering Graphics [1]	4
		Total	**18**

Second Quarter

APLED	123	Leadership Skills for Business and Industry[2]	3
MATH	100	Vocational Technical Mathematics[4]	5
MET	124	Engineering Graphics [2]	5
MET	129	Computer Aided Drafting	5
		Total	**18**

Third Quarter

MET	131	Dimensioning and Tolerancing	3
MET	132	Engineering Graphics [3]	5
MET	135	Schematics	3
		Approved Electives	4-5
		Total	**15-16**

Fourth Quarter

MET	241	CAD Solid Modeling	5
MET	248	Mechanical CAD Applications	4
MET	258	Schematic CAD Applications	4
		Approved Electives	4-5
		Total	**17-18**

Fifth Quarter

APLED	125	Employment Preparation[2]	3
MET	252	Advanced CAD	5
MET	259	Architectural CAD Applications[5]	4
		Approved Electives[6]	4-5
		Total	**16-17**

Sixth Quarter

MET	268	Structural CAD Applications[5]	4
		Approved Electives[6]	11-13
		Total	**15-17**

99-104 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

APLED	112	Applied Mathematics[1]	5
APLED	121	Applied Written Communication[2]	4
MET	101	Introduction to Engineering[3]	2
MET	105	Basic Blueprint Reading	3
MET	114	Engineering Graphics [1]	4
		Total	**18**

Second Quarter

APLED	123	Leadership Skills for Business and Industry[2]	3
MATH	100	Vocational Technical Mathematics[4]	5
MET	124	Engineering Graphics [2]	5
MET	129	Computer Aided Drafting	5
		Total	**18**

Third Quarter

MET	131	Dimensioning and Tolerancing	3
MET	132	Engineering Graphics [3]	5
MET	135	Schematics	3
MET	259	Architectural CAD Applications[7]	4
		Total	**15**

Fourth Quarter

APLED	125	Employment Preparation[2]	3
MET	241	CAD Solid Modeling	5
MET	248	Mechanical CAD Applications[7]	4
		Approved Electives[6]	4
		Total	**16**

67 credits are required for the Certificate.

APPROVED ELECTIVES

ARCHT	122	Basic Residential Drafting	5-7
CET	111	Technical Math	8
CET	121	Applied Technical Math	7
CET	122	Surveying Theory	5
CIS	105	Computer Fundamentals for Vocations I	1-5
CIS	110	Introduction to Computer Applications	5
ELMT	243	Introduction to Programmable Controllers	4
MET	115	Technical Mathematics	5
MET	116	Technical Mathematics Lab	2
MET	122	Applied Technical Math Lab	2
MET	123	Applied Technical Mathematics	5
MET	127	Manufacturing Processes	3
MET	247	Shop Practices	2
MET	250	Strength of Materials	3
MET	253	Materials Science	2
MET	255	Technical Applications I	2-5
MET	260	Fabrication and Piping CAD Applications	4
MET	264	Technical Applications II	2-5
MET	269	Civil CAD Applications	4

[1] *This related education requirement may be met by any course or combination of courses approved by the department dean. This course may be substituted as approved by the CAD instructor or department dean with: CET 111 or MET 115.*

[2] *This related education requirement may be met by any course or combination of courses approved by the department dean.*

[3] *MET 101 may be substituted with CIS 105, 106 or 110.*

[4] *This course may be substituted as approved by the CAD instructor or department dean with: CET 121, MET 123.*

[5] *This course may be substituted with co-op credits MET 266 and 267 or MET 288. This course may be substituted as approved by the CAD instructor or department dean with MET 258, 260, 268 or 269.*

[6] *This course may be substituted with co-op credits MET 266 and 267 or MET 288.*

[7] *This course may be substituted as approved by the CAD instructor or department dean with: MET 258, 260, 268 or 269.*

[8] *MET 115 and 116 must be taken concurrently.*

[9] *MET 122 and 123 must be taken concurrently.*

COMPUTER AND NETWORK SUPPORT

Certificate: SFCC

The Computer and Network Support Certificate concentrates on the practical operation, maintenance and use of computers, computer networks and their peripherals. This intensive hands-on program prepares the certificate holder to maintain the hardware and software of computer and network systems. Computers are generally networked in LANs and on the Internet in homes, factories and offices. This program teaches students to install, configure and maintain these systems. Students also learn to assist and train computer users in the use of modern software and hardware.

This certificate is intended to prepare students for entry-level positions in computer/network support departments or as the computer/network specialist in a small to medium size office.

CERTIFICATE
Prerequisites

IS	142	*Hardware Fundamentals*	
IS	143	*Operating System Fundamentals*	
IS	144	*Programming Fundamentals*	
IS	160	*Internet Fundamentals*	

First Quarter

CS	121	UNIX/Linux	3
IS	162	Data Communications and Networks	3
IS	240	Computer and Network Support	5
		CAPPS Elective	2
		Total	**13**

Second Quarter

BUS	280	Human Relations in Business[1]	5
IS	164	Network Management	5
IS	244	Network Security I	5
		Total	**15**

Third Quarter

BT	272	Business Correspondence[2]	5
IS	228	Internet Servers	4
IS	266	Cooperative Education Seminar	1
IS	267	Cooperative Education Work Experience	2
		Total	**12**

40 credits are required for the Certificate.

[1] *BUS 280 may be substituted with HS 136.*

[2] *BT 107, 108 or ENGL& 101 or equivalent are prerequisites.*

COMPUTER FORENSICS/ NETWORK SECURITY

Certificate: SFCC

The Computer Forensics/Network Security program is designed to provide students with capabilities in several areas of computing:

■ Digital evidence recovery

■ Forensic laboratory analysis

■ Legal and technical issues regarding seizure and acquiring computer evidence, and chain of custody

■ Computer network protocols and security, intrusion detection, and network forensics

This certificate is intended to provide students with the essential skills, knowledge and experience necessary to deal with computer forensics and computer/network security.

CERTIFICATE
First Quarter

IS   132   Computer Ethics[1] 3
IS   234   Computer Forensics I 5
IS   244   Network Security I[2] 5
          Total 13

Second Quarter

IS   232   Computer Forensics/Security Seminar 2
IS   236   Computer Forensics II 5
IS   245   Network Security II[3] 5
          Total 12

Third Quarter

IS   238   Computer Forensics III 5
IS   247   Network Security III[4] 5
          Approved Electives[5] 2-5
          Total 12-15

37-40 credits are required for the Certificate.

[1] *IS 132 (SFCC) may be substituted with LA 240 (SCC).*
[2] *IS 244 (SFCC) may be substituted with CIS 214 (SCC).*
[3] *IS 245 (SFCC) may be substituted with CIS 216 (SCC).*
[4] *IS 247 (SFCC) may be substituted with CIS 220 (SCC).*
[5] *See department for listing of approved electives.*

COMPUTER SCIENCE PRE-MAJOR

AA-DTA Degree, AS-T #2 Degree: SFCC

Computer Science as a pre-major is designed for those students planning to transfer to a baccalaureate program in Computer Science, Computer Information Systems, Management Information Systems or a related field. CS transfer students require a strong theoretical base in math and science and should follow the science emphasis; CIS and MIS transfer students require a strong practical base in business and economics and should follow the business emphasis. All students require a solid foundation in mathematics, English, general education requirements, programming and software design.

Computer Science deals with the theory and practice of organizing, representing, manipulating and presenting information utilizing computers. Different baccalaureate institutions have many different degrees and tracks dealing with various aspects of this popular and lucrative field. Pre-Computer Science at SFCC is designed to give students a firm foundation in the basics of all of these degrees and tracks.

Because of the wide range of possibilities open to a student completing this degree, it is extremely important for the student to consult with both an adviser at SFCC and in the appropriate department at the transfer institution as early as possible.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
          Total 90

90 credits are required for the AA-DTA Degree.

AS-T #2 DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
          Total 90

90 credits are required for the AS-T #2 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

COMPUTING-SOFTWARE APPLICATIONS

Certificate: SFCC

The Computing–Software Applications Certificate program is designed to meet the growing need for computer skills in daily business operations. Students and members of the business community need computer training for current and future employment. Students will develop speed and accuracy on the keyboard, develop skills in troubleshooting routine computer problems, and develop a solid foundation with current application software. A capstone course will integrate software knowledge into a simulated business project.

The primary goal of the certificate program is to teach students to use the computer for daily business operations. Special attention is given to "hands-on" experience using popular software applications.

This certificate will increase value in the workplace.

CERTIFICATE
First Quarter

BT   101   Keyboarding 5
CAPPS   104   Windows 1
CAPPS   110   Word 3
IS   120   Business Computer Use 3
IS   160   Internet Fundamentals 1
              Total 13

Second Quarter

CAPPS   112   Excel 3
CAPPS   114   Access 3
CAPPS   116   PowerPoint 3
CAPPS   120   Outlook 1
IS   142   Hardware Fundamentals 3
IS   143   Operating System Fundamentals 2
              Total 15

Third Quarter

BT   160   Job Preparation Techniques 3
BT   201   Information Processing 5
BT   270   Office Computer Support[1] 3
IS   210   Internet Programming I 1
          Total 12

40 credits are required for the Certificate.

[1] *BT 270 may be substituted with IS 144.*

CORRECTIONS

AAS Degree: SCC

The Corrections and Security curriculum is made up of courses designed to prepare students for a career in the corrections arena with an emphasis on developing skills and knowledge that pertain to working in correctional facilities.

The Corrections program is an outgrowth of recognition of the increasing need for trained personnel in the field. This area of criminal justice is experiencing a great deal of change and expansion. New trends in inmate management and new standards for offender care have contributed to an increased need for employment of more people who possess skills

and knowledge applicable to a variety of job requirements.

Students in this field are encouraged to seek academic counseling. Only a portion of this two-year curriculum is transferable to four-year institutions. Students interested in a four-year degree should inquire at the college to which they plan to attend or transfer for specific information.

This is a recommended course of study. Students may take required courses any time they are offered. (Not all classes are offered every quarter.)

Program Requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program.

AAS DEGREE

CJ	102	Administration of Justice	5
CJ&	105	Intro to Corrections	5
CJ	106	Introduction to Juvenile Control	3
CJ	107	Dynamics of Deviant Behavior	5
CJ	132	Criminal Justice Physical Training[1]	1
CJ	150	Criminal Justice Report Writing	5
CJ	205	Introduction to Criminal Law	5
CJ	209	Human Relations	3
CJ	212	Professional Development	1
CJ	215	Corrections-Security-Practice and Procedure	5
CJ	216	Communication Techniques with the Incarcerated Offender	5
CJ	225	Advanced Techniques in Correctional Programming	5
CJ	227	Minority Studies	5
CJ	228	Ethics - Standards of Conduct	3
CJ	230	Institutional Programming	3
CJ	237	Criminal Justice Self-defense[2]	3
CMST&	101	Introduction to Comm[3]	5
CMST&	210	Interpersonal Communicatn[3]	5
ENGL&	101	English Composition I[3]	5
ENGL&	235	Technical Writing[3]	5
ISFTY	111	Industrial First Aid	2
		Math Electives[4]	5
		Recommended Electives List A	15
		Recommended Electives List B[2]	3
		Recommended PE Electives	2
		Total	**109**

109 credits are required for the AAS Degree.

RECOMMENDED ELECTIVES LIST A

ASL&	121	Am Sign Language I	5
BIOL&	160	General Biology w/Lab	5
BUS&	201	Business Law	5
BUS	217	Business Statistics	5
CHEM	101	General Chemistry	5
CIS	110	Introduction to Computer Applications	5
HLTH	101	Health and Wellness	3
HLTH	104	Stress Management	3
HUM&	101	Intro to Humanities	5
HUM	102	Introduction to Women's Studies	5
PHIL&	101	Intro to Philosophy	5
PHIL	210	Ethics	5
PSYC&	100	General Psychology	5
PSYC	210	Conception through Adolescent Developmental Psychology	5
PSYC	250	Psychology of Adjustment	5
RUSS&	121	Russian I	5
SOC&	101	Intro to Sociology	5
SOC	221	Race and Ethnic Relations	5
SOC	261	Crime and Justice	5
SPAN&	121	Spanish I	5

RECOMMENDED ELECTIVES LIST B

CJ	265	Service Learning Volunteer Project	2
CJ	266	Cooperative Education Seminar	1
CJ	267	Cooperative Education Work Experience	1-2
CJ	288	Cooperative Education Work Experience (No Seminar)	1-3

GENST	155	Service Learning Project	1

RECOMMENDED PE ELECTIVES

CJ	133	Criminal Justice Physical Training	1
CJ	241	Criminal Justice Physical Training	1
CJ	242	Criminal Justice Physical Training	1
CJ	243	Criminal Justice Physical Training	1
PE	186	Fast Fitness, Beginning	1

[1] *Student's must have medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243.*

[2] *Students must pass one quarter of CJPT to enroll in this course.*

[3] *This course may be substituted with any course or combination of courses approved by the instructional dean.*

[4] *This math course may be substituted with APLED 112, BUS 103 or any math course numbered 100 or above.*

[5] *CJ 265 and GENST 155 must be taken concurrently. Students must pass one quarter of CJPT to enroll in this course.*

[6] *CJ 266 and CJ 267 or CJ 288 or any criminal justice course must be taken concurrently. Students must pass one quarter of CJPT to enroll in this course.*

CORRECTIONS (AAS-T)

AAS-T Degree: SCC

The Corrections and Security curriculum is made up of courses designed to prepare students for a career in the corrections arena with an emphasis on developing skills and knowledge that pertain to working in correctional facilities.

The Corrections program is an outgrowth of recognition of the increasing need for trained personnel in the field. This area of criminal justice is experiencing a great deal of change and expansion. New trends in inmate management and new standards for offender care have contributed to an increased need for employment of more people who possess skills and knowledge applicable to a variety of job requirements.

This AAS-T degree is transferable to some four-year institutions. Students interested in transfer should contact the SCC Criminal Justice program instructors or the department chair for a list of four-year institutions that have agreed to accept this degree.

A prior criminal, traffic or drug history may exclude individuals from employment. For further information, contact a program instructor.

This is a recommended course of study. Students may take required courses any time they are offered. (Not all classes are offered every quarter.)

Program requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program.

AAS-T DEGREE

CJ	102	Administration of Justice	5
CJ&	105	Intro to Corrections	5
CJ	106	Introduction to Juvenile Control	3
CJ	107	Dynamics of Deviant Behavior	5
CJ	132	Criminal Justice Physical Training[1]	1
CJ	150	Criminal Justice Report Writing	5
CJ	205	Introduction to Criminal Law	5
CJ	209	Human Relations	3
CJ	212	Professional Development	1
CJ	215	Corrections-Security-Practice and Procedure	5
CJ	216	Communication Techniques with the Incarcerated Offender	5
CJ	225	Advanced Techniques in Correctional Programming	5
CJ	227	Minority Studies	5
CJ	228	Ethics - Standards of Conduct	3
CJ	230	Institutional Programming	3
CJ	237	Criminal Justice Self-defense[2]	3
CMST&	101	Introduction to Comm[3]	5
CMST&	210	Interpersonal Communicatn[3]	5
ENGL&	101	English Composition I[3]	5
ENGL&	235	Technical Writing[3]	5
ISFTY	111	Industrial First Aid	2

MATH& 107 Math in Society[3] 5
Recommended Electives List A. 15
Recommended Electives List B. 3
Recommended PE Electives 2
Total **109**

109 credits are required for the AAS-T Degree.

RECOMMENDED ELECTIVES LIST A
ASL&   121 Am Sign Language I 5
BIOL& 160 General Biology w/Lab 5
BUS&   201 Business Law 5
BUS   217 Business Statistics 5
CHEM& 110 Chemical Concepts w/Lab 5
CIS   110 Introduction to Computer Applications. 5
HLTH   101 Health and Wellness 3
HLTH   104 Stress Management 3
HUM&   101 Intro to Humanities 5
HUM   102 Introduction to Women's Studies 5
PHIL& 101 Intro to Philosophy 5
PHIL   210 Ethics. 5
PSYC& 100 General Psychology 5
PSYC   210 Conception through Adolescent Developmental
Psychology 5
PSYC   250 Psychology of Adjustment 5
RUSS& 121 Russian I 5
SOC&   101 Intro to Sociology. 5
SOC   221 Race and Ethnic Relations. 5
SOC   261 Crime and Justice 5
SPAN& 121 Spanish I. 5

RECOMMENDED ELECTIVES LIST B
CJ   265 Service Learning Volunteer Project. 2
CJ   266 Cooperative Education Seminar. 1
CJ   267 Cooperative Education Work Experience. 1-2
CJ   288 Cooperative Education Work Experience
(No Seminar) 1-3
GENST 155 Service Learning Project 1

RECOMMENDED PE ELECTIVES
CJ   133 Criminal Justice Physical Training. 1
CJ   241 Criminal Justice Physical Training. 1
CJ   242 Criminal Justice Physical Training. 1
CJ   243 Criminal Justice Physical Training. 1
PE   186 Fast Fitness, Beginning 1

[1] *Students must have medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243. CJ 133, 241,242 or 243 are recommended and have the same requirement as CJ 132. PE 186 (for audit) is required to be taken concurrently.*

[2] *Students must pass one quarter of CJPT to enroll in this course.*

[3] *This course may be substituted with any course or combination of courses approved by the instructional dean.*

[4] *CJ 265 and GENST 155 must be taken concurrently.*

[5] *CJ 266 and CJ 267 or CJ 288 must be taken concurrently or may be substituted with any criminal justice course.*

COSMETOLOGY

AAS Degree: SCC

Cosmetology is a diverse field that offers a variety of employment opportunities. SCC's Cosmetology program provides the education and training needed to successfully compete in today's job market. Upon successful completion of the 1,600 hour program, students are prepared to take the Washington State Board Exam. After passing this exam, they will receive a license for Cosmetology.

This program includes haircutting and styling, permanent waving, chemical relaxing, tinting and bleaching, and temporary superfluous hair removal; manicuring and pedicuring of natural nails; and basic skin care. In addition, safety and sanitation measures are stressed throughout the program. Students also must complete a first aid class. Students will be given review testing and simulated performance evaluations in preparation for the state licensing examination.

Students must complete the program and pass the exit exams in order to be prepared to take the Washington State examination for Cosmetology.

Additional requirements for the AAS degree consist of general education requirements in the areas of written communications, human relations/leadership and computation. These courses are offered as prerequisites to the program. Those students who are on a waiting list are required to take these courses to enroll in the program. Students should check with the counseling department for assistance in planning their schedules.

Physical Requirements:
- Normal or corrected vision
- Physical dexterity, i.e., small grasp manipulation
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to stand for extended periods of time

AAS DEGREE
First Quarter
APLED 112 Applied Mathematics[1] 5
APLED 121 Applied Written Communication[1] 4
CIS   110 Introduction to Computer Applications[2] 5
COS   101 Introduction to Cosmetology 2
Total **16**

Second Quarter
COS   111 Cosmetology, Esthetics and Manicuring Concepts I. . . 5
COS   112 Cosmetology, Esthetics and
Manicuring Applications I. 12
Total **17**

Third Quarter
COS   121 Cosmetology, Esthetics and Manicuring Concepts II. . 5
COS   122 Cosmetology, Esthetics and Manicuring
Applications II 11
Total **16**

Fourth Quarter
COS   131 Intermediate Cosmetology I 5
COS   132 Intermediate Cosmetology Applications I 11
Total **16**

Fifth Quarter
COS   241 Intermediate Cosmetology II 5
COS   242 Intermediate Cosmetology Applications II 10
ISFTY 111 Industrial First Aid 2
Total **17**

Sixth Quarter
APLED 125 Employment Preparation[3] 3
COS   251 Advanced Cosmetology I 5
COS   252 Advanced Cosmetology Applications I 10
Total **18**

Seventh Quarter
COS   261 Advanced Cosmetology II. 5
COS   262 Advanced Cosmetology Applications II. 10
MMGT   205 Small Business Planning[1] 5
Total **20**

120 credits are required for the AAS Degree.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean or department chair.*

[2] *CIS 110 is offered online and/or can be taken as CIS 105 for five credits.*

[3] *APLED 125 is offered online. This related education requirement may be met by any course or combination of courses approved by the instructional dean or department chair.*

COSMETOLOGY CADET INSTRUCTOR PROGRAM

Certificate: SCC

This program prepares licensed cosmetologists for the cosmetology instructors' examination issued by the Washington State Board of Cosmetology. Under the supervision of a licensed cosmetology instructor,

cadet instructor students receive training in instructional methods and clinical practice assisting basic students in all phases of cosmetology.

All students must submit a resume, proof of current licensure and meet with the department chair for an interview, prior to acceptance into the program.

Physical Requirements:

- Normal or corrected vision
- Physical dexterity, i.e., small grasp manipulation
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to stand for extended periods of time

CERTIFICATE

APLED	123	Leadership Skills for Business and Industry[1]	4
CIS	110	Introduction to Computer Applications	5
CMST&	210	Interpersonal Communicatn[3]	5
COS	232	Management and Laboratory Supervision	16
COS	284	Special Projects[2]	1
		Total	**31**

31 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *Students should consult with the instructor before enrolling in COS 284.*

[3] *This course may be substituted with any speech or cultural diversity course.*

CREDIT AND FINANCIAL MANAGEMENT

AAS Degree, Certificate: SFCC

The objectives of this program are to educate students for entry-level employment in the finance/credit field; and to provide continuing education opportunities for people currently working in the field, support courses for other business programs, and general financial and credit education to meet community needs.

The program is based on information from banks, mortgage companies, finance companies, credit unions and retail credit institutions in the Spokane area.

Keyboarding proficiency of 35 wpm is required for the certificate.

AAS DEGREE

First Quarter

ACCT&	201	Prin of Accounting I	5
BUS	100	Money Management	3
BUS	108	eBusiness	2
CRMGT	190	Business Credit Principles	3
MMGT	181	Leadership Training-DEC[1]	1
		Total	**14**

Second Quarter

BT	107	Business Communications[2]	3
BUS	103	Basic Business Math and Electronic Calculators [3]	5
CAPPS	112	Excel	1
CRMGT	140	Financial Statement Analysis	3
CRMGT	150	Introduction to Investments	2
MMGT	182	Leadership Training-DEC[1]	1
		Total	**15**

Third Quarter

BT	108	Business Communications[2]	3
BUS&	201	Business Law	5
CRMGT	110	Introduction to Finance	3
CRMGT	220	Credit Law/Collection Techniques	3
MMGT	223	Customer Service	3
		Total	**17**

Fourth Quarter

BUS&	101	Intro to Business	5
MMGT	101	Principles of Management	5
MMGT	183	Leadership Training-DEC[1]	1
MMGT	267	Cooperative Education Work Experience	2
		Computer Elective/Information Systems	2
		Total	**15**

Fifth Quarter

BT	272	Business Correspondence[4]	5
BUS	280	Human Relations in Business[5]	5
CMST&	101	Introduction to Communication	5
		Total	**15**

Sixth Quarter

ECON	100	Fundamentals of Economics[6]	5
MMGT	211	Marketing	5
		Business Elective	3
		Computer Elective/Information Systems	1
		Total	**14**

90 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

ACCT&	201	Prin of Accounting I	5
BUS	100	Money Management	3
BUS	108	eBusiness	2
CRMGT	190	Business Credit Principles	3
MMGT	181	Leadership Training-DEC[1]	1
		Computer Elective/Information Systems	1
		Total	**15**

Second Quarter

BT	107	Business Communications[2]	3
BUS	103	Basic Business Math and Electronic Calculators	5
CRMGT	140	Financial Statement Analysis	3
CRMGT	150	Introduction to Investments	2
MMGT	223	Customer Service	3
		Total	**16**

Third Quarter

BT	108	Business Communications[2]	3
BUS&	201	Business Law	5
CAPPS	112	Excel	1
CRMGT	110	Introduction to Finance	3
CRMGT	220	Credit Law/Collection Techniques	3
		Total	**15**

46 credits are required for the Certificate.

[1] *MMGT 181, 182, 183 may be substituted with BUS 105.*

[2] *BT 107 and 108 may be substituted with ENGL& 101.*

[3] *BUS 103 may be substituted with BUS 217.*

[4] *BT 272 may be substituted with ENGL& 235.*

[5] *BUS 280 may be substituted with HS 136.*

[6] *ECON 100 may be substituted with ECON& 202.*

CRIMINAL JUSTICE

AAS Degree: SCC

The Criminal Justice curriculum is made up of courses and a carefully selected group of general education requirements designed to prepare each student for a career in the field of criminal justice. These courses prepare students with theory and practical skills in the areas of patrol procedures, criminal procedures, marksmanship, physical training, investigations, interview, communications and human relations.

Students are carefully counseled in order to ensure they are able to enter a law enforcement agency of their choice. This counseling process includes physical, mental and emotional areas, as well as background requirements. Students are required to take various examinations common to the field of criminal justice. These examinations include quarterly physical training assessments. Passing these physical training assessments is a prerequisite to CJ 237.

Students in this field are encouraged to seek academic counseling. Only a portion of this two-year AAS degree is transferable to four-year institutions. Students interested in four-year degrees should inquire at the college to which they plan to transfer for specific information.

Credits from the police academy training can apply toward meeting the course requirements of this program.

A prior criminal, traffic or drug history may exclude individuals from employment. For further information, contact a program instructor.

This is a recommended course of study. Students may take required courses any time they are offered. (Not all classes are offered every quarter.)

Program Requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program.

AAS DEGREE

AQUAT	101	Beginning Swimming	1
CJ&	101	Intro to Criminal Justice	5
CJ	102	Administration of Justice	5
CJ	103	Police Organization and Administration	3
CJ	104	Crime Scene Diagramming	5
CJ	108	Introduction to Traffic Investigation[1]	3
CJ	132	Criminal Justice Physical Training[2]	1
CJ	133	Criminal Justice Physical Training[2]	1
CJ	150	Criminal Justice Report Writing	5
CJ	200	Officer's Survival[3]	5
CJ	201	Laws of Arrest, Search and Seizure[4]	5
CJ	203	Police Interviewing Techniques	3
CJ	205	Introduction to Criminal Law[4]	5
CJ	209	Human Relations	3
CJ	210	Police Psychology	3
CJ	211	Crime Scene Investigations[5]	6
CJ	212	Professional Development	1
CJ	228	Ethics - Standards of Conduct	3
CJ	235	Firearms Safety[6]	2
CJ	236	Firearms Qualifications[6]	2
CJ	237	Criminal Justice Self-defense[7]	3
CJ	241	Criminal Justice Physical Training[2]	1
CJ	242	Criminal Justice Physical Training[2]	1
CJ	243	Criminal Justice Physical Training[2]	1
CMST&	101	Introduction to Comm[8]	5
CMST&	210	Interpersonal Communicatn[8]	5
ENGL&	101	English Composition I[8]	5
ENGL&	235	Technical Writing[8]	5
		Math[9]	5
		Recommended Electives List A	15
		Recommended Electives List B	3
		Total	**116**

116 credits are required for the AAS Degree.

RECOMMENDED ELECTIVES LIST A

ASL&	121	Am Sign Language I	5
BIOL&	160	General Biology w/Lab	5
BT	101	Keyboarding	5
BT	160	Job Preparation Techniques	3
BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5
BUS	280	Human Relations in Business	5
CHEM	101	General Chemistry	5
CIS	110	Introduction to Computer Applications	5
HUM&	101	Intro to Humanities	5
HUM	102	Introduction to Women's Studies	5
PHIL&	101	Intro to Philosophy	5
PHIL	210	Ethics	5
PSYC&	100	General Psychology	5
RUSS&	121	Russian I	5
SOC&	101	Intro to Sociology	5
SOC	221	Race and Ethnic Relations	5
SOC	261	Crime and Justice	5
SPAN&	121	Spanish I	5

RECOMMENDED ELECTIVES LIST B

CJ	265	Service Learning Volunteer Project	2
CJ	266	Cooperative Education Seminar	1
CJ	267	Cooperative Education Work Experience	1-2
CJ	288	Cooperative Education Work Experience (No Seminar)	1-3
GENST	155	Service Learning Project	1

[1] CJ 101, 102 and 104 are prerequisites.

[2] Requires medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243.

[3] CJ 150, 201, 205 and 237 are prerequisites.

[4] CJ 101 and 102 are prerequisites.

[5] CJ 104, 150, 201, 203 and 205 are prerequisites.

[6] CJ 235 and 236 must be taken concurrently.

[7] Passing one quarter of CJPT is required before taking this course.

[8] May be substituted with any course or combination of courses approved by the instructional dean.

[9] This math course may be substituted with APLED 112, BUS 103 or any math course numbered 100 or above.

[10] CJ 265 and GENST 155 must be taken concurrently.

[11] CJ 266 and CJ 267 or CJ 288 or any criminal justice course must be taken concurrently.

CRIMINAL JUSTICE (AAS-T)

AAS-T Degree: SCC

The Criminal Justice curriculum is made up of courses and a carefully selected group of general education requirements designed to prepare each student for a career in the field of criminal justice. These courses prepare students with theory and practical skills in the areas of patrol procedures, criminal procedures, marksmanship, physical training, investigations, interviewing, communication skills, and human relations.

Students are carefully counseled in order to ensure they are able to enter a law enforcement agency of their choice. This counseling process includes physical, mental and emotional areas, as well as background requirements. Students are required to take various examinations common to the field of criminal justice. These examinations include quarterly physical training assessments. Passing these physical training assessments is a prerequisite to CJ 237.

This AAS-T degree is transferable to some four-year institutions. Students interested in transfer should contact the SCC Criminal Justice program instructors or the department chair for a list of four-year institutions that have agreed to accept this degree.

Credits from the police academy training can apply toward meeting the course requirements of this program.

A prior criminal, traffic or drug history may exclude individuals from employment. For further information, contact a program instructor.

Program Requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program.

AAS-T DEGREE

AQUAT	101	Beginning Swimming	1
CJ&	101	Intro to Criminal Justice	5
CJ	102	Administration of Justice	5
CJ	103	Police Organization and Administration	3
CJ	104	Crime Scene Diagramming	5
CJ	108	Introduction to Traffic Investigation[1]	3
CJ	132	Criminal Justice Physical Training[2]	1
CJ	133	Criminal Justice Physical Training[2]	1
CJ	150	Criminal Justice Report Writing	5
CJ	200	Officer's Survival[3]	5
CJ	201	Laws of Arrest, Search and Seizure[4]	5
CJ	203	Police Interviewing Techniques	3
CJ	205	Introduction to Criminal Law[4]	5
CJ	209	Human Relations	3
CJ	210	Police Psychology	3
CJ	211	Crime Scene Investigations[5]	6
CJ	212	Professional Development	1
CJ	228	Ethics - Standards of Conduct	3
CJ	235	Firearms Safety[6]	2
CJ	236	Firearms Qualifications[6]	2
CJ	237	Criminal Justice Self-defense[7]	3
CJ	241	Criminal Justice Physical Training[2]	1
CJ	242	Criminal Justice Physical Training[2]	1
CJ	243	Criminal Justice Physical Training[2]	1

CMST& 101 Introduction to Comm[8] 5
CMST& 210 Interpersonal Communicatn[8] 5
ENGL& 101 English Composition I[8] 5
ENGL& 235 Technical Writing[8] 5
MATH& 107 Math in Society[8] 5
Recommended Electives List A. 15
Recommended Electives List B. 3
Total **116**

116 credits are required for the AAS-T Degree.

RECOMMENDED ELECTIVES LIST A

ASL& 121 Am Sign Language I 5
BIOL& 160 General Biology w/Lab 5
BT 101 Keyboarding. 5
BT 160 Job Preparation Techniques. 3
BUS 102 Math Skills for Business 3
BUS 103 Basic Business Math and Electronic Calculators 5
BUS 280 Human Relations in Business. 5
CHEM 101 General Chemistry. 5
CIS 110 Introduction to Computer Applications. 5
HUM& 101 Intro to Humanities 5
HUM 102 Introduction to Women's Studies 5
PHIL& 101 Intro to Philosophy 5
PHIL 210 Ethics. 5
PSYC& 100 General Psychology 5
RUSS& 121 Russian I 5
SOC& 101 Intro to Sociology. 5
SOC 221 Race and Ethnic Relations. 5
SOC 261 Crime and Justice. 5
SPAN& 121 Spanish I. 5

RECOMMENDED ELECTIVES LIST B

CJ 265 Service Learning Volunteer Project. 2
CJ 266 Cooperative Education Seminar. 1
CJ 267 Cooperative Education Work Experience. 1-2
CJ 288 Cooperative Education Work Experience
(No Seminar) 1-3
GENST 155 Service Learning Project 1

[1] *CJ 101, 102 and 104 are prerequisites.*

[2] *Requires medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243.*

[3] *CJ 150, 201,205 and 237 are prerequisites.*

[4] *CJ& 101 and 102 are prerequisites.*

[5] *CJ 104, 150, 201, 203 and 205 are prerequisites.*

[6] *CJ 235 and 236 must be taken concurrently.*

[7] *Passing one quarter of CJPT is required before taking this course.*

[8] *May be substituted with any course or combination of courses approved by the instructional dean.*

[9] *CJ 265 and GENST 155 must be taken concurrently.*

[10] *CJ 266 and CJ 267 or CJ 288 or any criminal justice course must be taken concurrently.*

CULINARY ARTS

AAS Degree: SCC

Basic and advanced procedures in food preparation are included in the two-year Culinary Arts program. A detailed study is made of the various cooking methods for meats, fish, poultry, vegetables, soups and sauces. Menu terminology and cooking terms are defined and illustrated. Students are given the opportunity to study management factors affecting food cost control, specifications and standards for foods, sanitation, kitchen planning, kitchen equipment, and personnel policies.

This program is accredited by the American Culinary Federation (ACF).

A 2.0 grade or better must be maintained in all Commercial Baking (BAK), Culinary Arts (CUL) or Hotel/Restaurant Management (HM) courses for an AAS degree.

AAS DEGREE

First Quarter
APLED 121 Applied Written Communication[1] 4
CUL 110 Introduction to Culinary Arts 5
CUL 115 Food Sanitation[2]. 3
HM 112 Hospitality Mathematics 3
ISFTY 111 Industrial First Aid 2
Total **17**

Second Quarter
CUL 124 Cooking Applications I[1]. 7-10
CUL 126 Food Science. 5
HM 116 Nutrition for Chefs and Restaurant Managers. 3
Total **15-18**

Third Quarter
CUL 123 Espresso 2
CUL 127 Banquet Service 2
CUL 131 A la Carte Service. 9
HM 130 Human Relations[1] 5
Total **18**

Fourth Quarter
CUL 253 Advanced Cooking Theory 5
CUL 254 A la Carte Cooking I 10
CUL 266 Cooperative Education Seminar[3] 1
CUL 267 Cooperative Education Work Experience[3] 4
Total **20**

Fifth Quarter
BAK 140 Yeast Doughs 1
CUL 243 Theory of Restaurant Baking. 5
CUL 244 Restaurant Baking Applications 10
CUL 265 Hospitality Cost Controls 5
Total **21**

Sixth Quarter
CUL 255 Menu Planning. 3
CUL 260 Presidential. 1
CUL 263 Theory of Modern Cuisine 5
CUL 264 A la Carte Cooking II. 9
Total **18**

109-112 credits are required for the AAS Degree.

[1] *This course may be substituted with any course or combination of courses approved by the instructional dean.*

[2] *This course is required for certification by the Educational Foundation of the National Restaurant Association.*

[3] *CUL 266 and 267 must be taken concurrently. May be substituted with CUL 288 for five credits.*

CUSTOMER SERVICE REPRESENTATIVE

AAS Degree: SCC

The Customer Service Representative program prepares students to work as commercial or residential service representatives in the telephone industry and also for similar positions in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities and telephone answering services. This program is designed to give the students the necessary knowledge and skills to deal directly with customers in matters of credit application, bill collection, making arrangements for equipment installation and servicing, and acting as the company representative in special problems that may arise.

To enter the fourth quarter of this program, students must pass competency tests in the following areas: math (fractions, percentages, etc.); writing (write a basic letter, memo, and/or e-mail with correct spelling, punctuation, grammar, etc.); format documents from unarranged copy in a timed situation (letters, memos, reports, tables) using Microsoft Word; key at 40 wpm.

AAS DEGREE

First Quarter
BT 090 Basic Grammar for Business II 5

BT	102	Document Processing	5
BT	151	Business Student Preparation	5
CATT	102	Introduction to Outlook	2.5
		Total	**17.5**

Second Quarter

BT	109	Business Communications	5
BT	165	Word Processing	5
BT	231	Office Procedures	5
BUS&	101	Intro to Business	5
		Total	**20**

Third Quarter

ACCT	151	College Accounting I[1]	5
BT	201	Information Processing	5
BUS	103	Basic Business Math and Electronic Calculators	5
		Total	**15**

Fourth Quarter

BT	202	Advanced Information Processing	5
BT	272	Business Correspondence	5
ECON	100	Fundamentals of Economics[2]	5
		Total	**15**

Fifth Quarter

BT	250	Information Technology	5
BUS&	201	Business Law	5
CMST&	210	Interpersonal Communication	5
		Total	**15**

Sixth Quarter

BT	160	Job Preparation Techniques	3
BT	260	Administrative Office Management	5
BT	285	Administrative Professional Internship	2
BUS	280	Human Relations in Business	5
		Total	**15**

97.5 credits are required for the AAS Degree.

[1] *ACCT 151 may be substituted with ACCT& 201.*
[2] *ECON 100 may be substituted with ECON& 202.*

DENTAL ASSISTING

AAS Degree, Certificate: SCC

A one-year program designed to prepare the student for employment as a chairside assistant to the dentist.

Chairside area: record medical and dental history; prepare treatment room; prepare patient for treatment; chart patient information; assist the dentist in general and specialty treatment of patient; sterilize and disinfect dental instruments; expose, process and mount radiographs; teach brushing and flossing; prepare various dental materials; perform expanded functions that are legal in the state of Washington; and order and maintain dental supplies.

Reception area: appoint patients for treatments, maintain a patient recall system, file and maintain patient and office records, complete patient insurance forms and make financial arrangements with patients.

This program is accredited by the American Dental Association. Students who successfully complete the program are eligible to take the Dental Assisting National Board exam.

- High school diploma or GED certificate required
- Appropriate scores in ASSET or COMPASS required
- Computer skills recommended
- Active e-mail account recommended
- Each required course for graduation must be completed with a 2.0 grade or better before proceeding to the next quarter. All electives must be numbered 100 or above.
- Students may repeat a dental assisting course once, but it must be repeated within two years.

AAS DEGREE

BIOL&	160	General Biology w/Lab	5
CHEM&	110	Chemical Concepts w/Lab[1]	5
CMST&	101	Introduction to Communication	5

PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
		Communication or Humanities Electives	10
		Math/Science Elective	5
		Social Science Elective	5
		Total	**45**

First Quarter

DENT	111	Introduction to Dental Assisting	5
DENT	112	Chairside Related Theory	4
DENT	114	Introduction to Dental Radiology	3
DENT	116	Dental Restorative Techniques	3
DENT	118	Dental Anatomy	4
ENGL&	101	English Composition I	5
		Total	**24**

Second Quarter

CMST&	210	Interpersonal Communication	5
DENT	121	Intermediate Chairside Assisting	6
DENT	122	Chairside Related Theory	4
DENT	124	Advanced Dental Radiology	2
DENT	126	Dental Restorative Techniques	4
DENT	129	Chairside Clinical Experience	2
		Total	**23**

Third Quarter

DENT	131	Advanced Chairside Assisting	6
DENT	136	Dental Restorative Techniques	2
DENT	138	Office Management	3
DENT	139	Chairside Clinical Experience	8
		Total	**19**

111 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

DENT	111	Introduction to Dental Assisting	5
DENT	112	Chairside Related Theory	4
DENT	114	Introduction to Dental Radiology	3
DENT	116	Dental Restorative Techniques	3
DENT	118	Dental Anatomy	4
ENGL&	101	English Composition I	5
		Total	**24**

Second Quarter

CMST&	210	Interpersonal Communication	5
DENT	121	Intermediate Chairside Assisting	6
DENT	122	Chairside Related Theory	4
DENT	124	Advanced Dental Radiology	2
DENT	126	Dental Restorative Techniques	4
DENT	129	Chairside Clinical Experience	2
		Total	**23**

Third Quarter

DENT	131	Advanced Chairside Assisting	6
DENT	136	Dental Restorative Techniques	2
DENT	138	Office Management	3
DENT	139	Chairside Clinical Experience	8
		Total	**19**

66 credits are required for the Certificate.

[1] *CHEM& 110 may be substituted with CHEM& 121.*

DENTAL HYGIENE PRE-MAJOR

AA-DTA Degree: SCC, SFCC

The skills of a dental hygienist emphasize preventive dentistry. Dental hygienists may be employed in private dental offices, hospitals, group health clinics, public health agencies, school and industry.

Upon completing the pre-Dental Hygiene requirements, the student may then transfer to an approved four-year bachelor's degree program in Dental Hygiene for professional course work. Such a program should be approved by the American Dental Association and the American Dental Hygienist Association. In order to practice, a graduate hygienist must pass a national written board examination given by the American

Dental Association and a state licensing examination administered by individual state boards of dental examiners.

Consult with the college counseling department for a listing of approved Dental Hygiene Bachelor's degree programs. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

DENTISTRY PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Students planning a career in Dentistry should consult the catalog of the school of dentistry to which they plan to transfer. Competition for admission is intense and a high overall college grade point average must be maintained.

It is recommended that students acquire a broad background in areas such as fine arts, speech, languages, literature, business administration and the behavioral sciences.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AS-T #1 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

DIAGNOSTIC MEDICAL SONOGRAPHY

AAS Degree: SCC

Diagnostic Medical Sonography Technology is an Allied Health profession in which practitioners perform diagnostic and monitoring procedures using sound waves. The sonographer performs examinations at the request or direction of a physician. Through subjective sampling and/or recording, the sonographer proceeds with the examination to create an easily definable foundation of data from which a correct anatomic and physiologic diagnosis may be established for each patient.

The various types of ultrasound imaging equipment require a highly skilled sonographer to obtain the imaging information or other data required. The sonographer must obtain appropriate history, physical findings, and pertinent laboratory data to adapt the imaging techniques to obtain comprehensive and diagnostic information.

A 2.0 grade must be maintained quarterly in each course before proceeding to the next quarter. Students may repeat a professional class once, but it must be repeated within two years.

AAS DEGREE
Prerequisites

BIOL& 160 *General Biology w/Lab*
BIOL& 241 *Human A & P 1*
BIOL& 242 *Human A & P 2*
CHEM& 121 *Intro to Chemistry*
MATH 099 *Intermediate Algebra*

First Quarter
CHEM 120 Organic and Biochemistry for the Health Sciences. . . . 5
ENGL& 101 English Composition I. 5
SONO 111 Diagnostic Ultrasound I 4
VASC 112 Vascular Fundamentals 4
Total 18

Second Quarter
CMST 127 Leadership Development 3-5
SONO 121 Human Cross-Section Anatomy. 4
SONO 125 Ultrasound Physics and Instrumentation 5
VASC 122 Vascular Procedures. 4
Total 16-18

Third Quarter
NCT 133 Noninvasive Cardiovascular Fundamentals 5
SONO 131 Diagnostic Ultrasound II. 5
SONO 135 Ultrasound Physics and Instrumentation II. 5
VASC 132 Cardiovascular Physiology 5
Total 20

Fourth Quarter
SONO 141 Diagnostic Ultrasound III 4
SONO 142 Sonography Clinical Preparation 4
SONO 143 Sonography Clinical Observation. 6
Total 14

Fifth Quarter
SONO 251 Advanced Sonography 9
SONO 253 Sonography Clinical I 6
Total 15

Sixth Quarter
SONO 263 Sonography Clinical II. 13
Total 13

Seventh Quarter
SONO 273 Sonography Clinical III 13
Total 13

109-111 credits are required for the AAS Degree.

DIESEL/HEAVY DUTY EQUIPMENT

AAS Degree: SCC

Diesel/Heavy Duty mechanics repair and maintain trucks, buses, logging, mining, agricultural and construction equipment. In addition, they maintain and repair diesel and gasoline engines, compressors and pumps.

Students may enter the program any quarter.

AAS DEGREE
First Quarter
APLED 121 Applied Written Communication[1] 4
HEQ 111 Basic Electrical Theory 7
HEQ 112 Basic Electrical Applications 9
Total 20

Second Quarter
APLED 112 Applied Mathematics[1]. 3
HEQ 121 Basic Principles of Engine Theory. 7
HEQ 122 Basic Engine Applications 9
Total 19

Third Quarter
APLED 123 Leadership Skills for Business and Industry[1]. 3
CIS 105 Computer Fundamentals for Vocations I[1] 1
HEQ 131 Principles of Power Train Theory. 7
HEQ 132 Power Train Applications. 9
Total 20

Fourth Quarter
APLED 125 Employment Preparation[1]. 3
HEQ 241 Heavy Equipment Hydraulic Theory 7

HEQ 242 Heavy Duty Equipment Hydraulic Application. 9
Total **19**

Fifth Quarter
AGGEN 152 Arc Welding 4
AGGEN 153 Oxy-acetylene Welding 4
HEQ 251 Practical Shop Procedures. 7
HEQ 252 Practical Shop. 8
Total **23**

Sixth Quarter
HEQ 261 Practical Shop Procedures[2] 8
HEQ 262 Practical Shop[2] 5
HEQ 294 Special Problems[2] 3
ISFTY 111 Industrial First Aid[2] 2
Total **18**

119 credits are required for the AAS Degree.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *Two credits of HEQ 266 and 15 credits of HEQ 267 or 17 credits of HEQ 288 with no seminar may be substituted for sixth quarter.*

DRAMA PRE-MAJOR

AA-DTA Degree: SFCC

The aim of the Drama program is the development of appreciation and understanding within the participants and the audience of live theater. The department also attempts through its courses to establish aesthetic values that may be applied to motion pictures and television as well as live theater and to build a respect for the tradition of the theater as a major artistic instrument of society.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total **90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

EARLY CHILDHOOD EDUCATION

AAS Degree, Certificate: SFCC

The Early Childhood Education program provides experiences in educational theory in the areas of social, emotional, cognitive, physical/motor and creative development for children from birth through age 8. Courses also are available for caregivers of school-age children, ages 5 through 14 years. Now that ongoing research reveals the significance of early development, professional preparation has become essential to anyone pursuing a career in the education and care of young children. Courses are based on the Washington State Skill Standards and are offered both day and evening.

SFCC Early Childhood Education program options:

- Certificates of Specialization (20–30 credits) — eight certificates that focus on a specific area of study.
- Early Childhood Education Certificate (57–60 credits) — contains the ECED core content courses. Valid first aid card required for certificate.
- Associate in Applied Science (AAS) degree (90–93 credits) — contains the same course work as the ECED certificate above, plus supporting courses and electives which may be modified for articulation into a BA degree.
- Associate of Applied Science Transfer degree (AAS-T) (91–92 credits) —contains ECED core content with the option to transfer to accepting four-year schools.
- Associate of Arts (AA) degree (90 credits) — includes 15 credits of electives in ECED that transfers to four-year schools.

- Articulation with area high schools articulates college credits for completion of specified high school ECED courses.
- State Training and Registry System (STARS) Accepts college credits to meet STARS requirements.

AAS DEGREE
First Quarter
ECED 101 Issues and Trends in Early Childhood Education 5
ECED 102 Observation and Documentation. 1-2
ECED 124 Methods of Learning 5
GENST 106 College Success 3
Total **14-15**

Second Quarter
ECED 135 Infant/Toddler Care and Education 5
ECED 190 Child Development 5
ENGL& 101 English Composition I. 5
Total **15**

Third Quarter
ECED 226 Curriculum Development 5
ECED 230 Learning Environments. 5
EDUC& 204 Exceptional Child. 5
HLTH 174 First Aid. 3
Total **18**

Fourth Quarter
ECED 132 Fostering Social Competence 5
ECED 290 School-age Development 5
Math Elective 3-5
Total **13-15**

Fifth Quarter
ECED 254 Dynamics of Family Relationships 5
ECED 281 Capstone Practicum. 5
Approved Elective[1]. 5
Total **15**

Sixth Quarter
ECED 282 Practicum I 5
HS 136 Improving Interpersonal Communication. 5
Approved Elective[1]. 5
Total **15**

90-93 credits are required for the AAS Degree.

CERTIFICATE

EARLY CHILDHOOD EDUCATION CERTIFICATE
*Valid first aid card required for this one year certificate.

ECED 101 Issues and Trends in Early Childhood Education 5
ECED 102 Observation and Documentation. 1-2
ECED 124 Methods of Learning 5
ECED 132 Fostering Social Competence 5
ECED 135 Infant/Toddler Care and Education 5
ECED 190 Child Development 5
ECED 226 Curriculum Development 5
ECED 230 Learning Environments. 5
ECED 281 Capstone Practicum. 5
ENGL& 101 English Composition I. 5
GENST 106 College Success 3
HS 136 Improving Interpersonal Communication. 5
Math Elective 3-5
Total **57-60**

57-60 credits are required for the Certificate.

CHILD CARE ADMINISTRATION SPECIALIST
ECED 101 Issues and Trends in Early Childhood Education 5
ECED 190 Child Development 5
ECED 260 Child Care Administration 5
ECED 290 School-age Development 5
SBM 101 How to Start a Small Business 5
Total **25**

25 credits are required for the Certificate.

CURRICULUM DEVELOPMENT SPECIALIST

ECED	102	Observation and Documentation	1-2
ECED	124	Methods of Learning	5
ECED	190	Child Development	5
ECED	226	Curriculum Development	5
ECED	230	Learning Environments	5
		Total	**21-22**

21-22 credits are required for the Certificate.

EARLY CHILDHOOD SPECIALIST I

ECED	102	Observation and Documentation	1-2
ECED	124	Methods of Learning	5
ECED	132	Fostering Social Competence	5
ECED	190	Child Development	5
ECED	230	Learning Environments	5
		Total	**21-22**

21-22 credits are required for the Certificate.

EARLY CHILDHOOD SPECIALIST II

*Must have Early Childhood Specialist I

ECED	101	Issues and Trends in Early Childhood Education[2]	5
ECED	254	Dynamics of Family Relationships	5
ECED	281	Capstone Practicum	5
ECED	282	Practicum I	5
		Total	**20**

20 credits are required for the Certificate.

FAMILY CHILD CARE SPECIALIST

ECED	101	Issues and Trends in Early Childhood Education[3]	5
ECED	102	Observation and Documentation	1-2
ECED	132	Fostering Social Competence	5
ECED	190	Child Development	5
ECED	254	Dynamics of Family Relationships	5
		Business Elective	3-5
		Total	**24-27**

24-27 credits are required for the Certificate.

FAMILY SERVICES ADVOCATE

ECED	190	Child Development	5
ECED	254	Dynamics of Family Relationships	5
HS	136	Improving Interpersonal Communication	5
HS	281	Practicum I	5
		Total	**20**

20 credits are required for the Certificate.

INFANT TODDLER SPECIALIST

ECED	102	Observation and Documentation	1-2
ECED	132	Fostering Social Competence	5
ECED	135	Infant/Toddler Care and Education	5
ECED	190	Child Development	5
ECED	254	Dynamics of Family Relationships	5
		Total	**21-22**

21-22 credits are required for the Certificate.

SCHOOL-AGE CARE SPECIALIST

ECED	102	Observation and Documentation	1-2
ECED	260	Child Care Administration	5
ECED	270	School-age Creative Activities	5
ECED	280	School-age Guidance	5
ECED	290	School-age Development	5
		Total	**21-22**

21-22 credits are required for the Certificate.

BUSINESS ELECTIVE

ACCT	103	Fundamental Bookkeeping Procedures	3
SBM	101	How to Start a Small Business	5

MATH ELECTIVE

BUS	102	Math Skills for Business	3
MATH	090	Pre-Algebra	5

[1] *Elective may be selected with the approval of an early childhood education instructor.*

[2] *ECED 101 may be substituted with ECED 226.*

[3] *ECED 101 may be substituted with ECED 124.*

[4] *MATH 090 may be substituted with any higher level math course.*

EARLY CHILDHOOD EDUCATION (AAS-T)

AAS-T Degree: SFCC

The AAS-T is an associate degree providing both comprehensive core early childhood content (51–52 credits) based on the National Association for the Education of Young Children (NAEYC) and National Council for the Accreditation of Teacher Education (NCATE) standards. The critical content coursework in the AAS-T addresses all of the Early Childhood Education Development knowledge competencies required by the Washington State Board of Education for certified teacher endorsement in early childhood education per WAC 180–82A. The balance of the degree is made up of significant general education coursework (40 credits) necessary for transfer.

Graduation requirements for AAS-T in Early Childhood Education Development: 91–92 credits from the associate of arts degree and the associate in applied science degree:

- Communication Skills: 10 credits of English composition, or 5 credits of English composition and 5 credits of speech
- Quantitative Skills: 5 credits from quantitative reasoning courses – mathematics
- Humanities: 5 credits from group A and 5 credits from group B or C
- Social Sciences: 5 credits from group A and 5 credits from group B
- Mathematics/Science: 5 credits from a laboratory course in group B sciences
- Writing and Diversity: At least one 5-credit writing-intensive course ("W" designated course) must be included within the distribution. At least 5 credits must be chosen from the approved list of diversity courses ("D" designated course).

AAS-T DEGREE

First Quarter

ECED	101	Issues and Trends in Early Childhood Education	5
ECED	102	Observation and Documentation	1-2
ECED	190	Child Development	5
		Communication	5
		Total	**16-17**

Second Quarter

ECED	124	Methods of Learning	5
ECED	135	Infant/Toddler Care and Education	5
		Communication	5
		Total	**15**

Third Quarter

CMST	227	Intercultural Communication[1]	5
ECED	132	Fostering Social Competence	5
ECED	290	School-age Development[2]	5
		Total	**15**

Fourth Quarter

ECED	226	Curriculum Development	5
ECED	230	Learning Environments	5
		Quantitative/Symbolic Reasoning Course - Math[3]	5
		Total	**15**

Fifth Quarter

ECED	254	Dynamics of Family Relationships	5
		Humanities[3]	5
		Social Sciences: Group A[3]	5
		Total	**15**

Sixth Quarter

ECED	281	Capstone Practicum	5
		Mathematics/Sciences: Group B (lab course)[3]	5
		Social Sciences: Group B[3]	5
		Total	**15**

91-92 credits are required for the AAS-T Degree.

COMMUNICATION

CMST& 101 Introduction to Communication. 5
ENGL& 101 English Composition I. 5
ENGL& 102 Composition II 5

[1] *CMST 227 completes 5 of the 10 credit humanities requirement.*
[2] *ECED 290 may be substituted with EDUC& 204.*
[3] *See AA degree requirements for acceptable course listings.*

ECONOMICS PRE-MAJOR

AA-DTA Degree, Associate in Business DTA/MRP Degree: SCC, SFCC

Economics is the study of how people efficiently satisfy their unlimited wants within the realistic context of scarce resources. This program introduces students to economic principles, which govern consumption, production, distribution and exchange in a capitalist market economy – the US, within the dynamics of modern day global forces.

Economics involves analytical training and quantitative reasoning which enables students to successfully evaluate complex real world situations, making this one of the most versatile bachelor's degrees to obtain, providing students with a solid framework to transfer to business programs, or pursue degrees in law, public policy or other social sciences.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

ASSOCIATE IN BUSINESS DTA/MRP DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the Associate in Business DTA/MRP Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

EDUCATION PARAPROFESSIONAL, SPECIAL EDUCATION

AAS Degree, Certificate: SFCC

The Education Paraprofessional program provides theory and practice in the skills for working as effective members of instructional teams. An education paraprofessional works under the supervision of a licensed/certificated staff member to assist and support educational services. Courses within all options address the Washington State Core Competencies for Paraeducators and the Washington State Skill Standards. The core curriculum focuses on current issues and historical foundations of regular and special education, instructional strategies, behavior management, human development and interpersonal skills in the context of a diverse society. Supervised practicum opportunities for hands-on experiences in schools are provided throughout this course of study. The focus on Special Education includes the core curriculum courses described above yet delve deeper into providing services for children identified with disabilities such as learning disabilities, emotional and behavioral disorders, and developmental disabilities.

AAS Education Paraprofessional, General Education: The goal for this option is to support learners experiencing delays and/or those who are learning English as well as typical students within a general education setting.

AAS Education Paraprofessional, Early Childhood: Courses include the core curriculum described above and is intended to meet the needs of persons who wish to become paraeducators in grades K-3.

AAS Education Paraprofessional, School Library Media Technician: Courses include the core curriculum described above and is intended to meet the needs of persons who wish to become education paraprofessionals or school library technician paraprofessionals in a K-12 library. Library science (LMLIB) classes are taught online and students are required to take an onsite work experience class, LMLIB 267.

AA and DTA/MRP Degree: If you intend to transfer to a four-year college or university to complete a teacher-training program leading to certification, you must follow the associate of arts degree and the direct transfer agreement/major related program. It is important to contact an adviser in the Education Department for specific information about appropriate courses.

Certificate: This option may be most appropriate for those obtaining a degree in Early Childhood Education wishing to extend their knowledge of working with children with special needs. As of January 2002, new federal guidelines require most paraprofessionals in public K-12 schools to complete a two-year program.

AAS DEGREE

EDUCATION PARAPROFESSIONAL, SPECIAL EDUCATION

First Quarter

EDUC& 204 Exceptional Child. 5
ENGL& 101 English Composition I. 5
        Math Elective 3-5
        Total 13-15

Second Quarter

EDUC& 205 Intro to Ed w/ Field Exp. 5
HS 136 Improving Interpersonal Communication. 5
PSYC& 100 General Psychology 5
        Total 15

Third Quarter

ECED 190 Child Development[1] 5
EDUC 280 Behavior/Classroom Management 5
HSGER 115 Multi-Cultural Perspectives in Human Services 5
        Total 15

Fourth Quarter

CMST 121 Job Communication Skills[2] 2
EDUC 252 Social/Emotional Development 5
HLTH 174 First Aid. 3
        Approved Electives[3]. 5
        Total 15

Fifth Quarter

EDUC 270 Introduction to Developmental Disabilities 5
EDUC 281 Education/Special Education Practicum I 5
        Approved Electives[3]. 4
        Technology Elective[4] 3
        Total 17

Sixth Quarter

ASL& 121 Am Sign Language I 5
EDUC 275 Learning Disabilities 5
EDUC 282 Education/Special Education Practicum II 5
        Total 15

90-92 credits are required for the AAS Degree.

EARLY CHILDHOOD EDUCATION OPTION

First Quarter

EDUC& 204 Exceptional Child. 5
ENGL& 101 English Composition I. 5
        Math Elective 3-5
        Total 13-15

Second Quarter

EDUC& 205 Intro to Ed w/ Field Exp. 5
HS 136 Improving Interpersonal Communication. 5
PSYC& 100 General Psychology 5
        Total 15

Third Quarter

ECED 190 Child Development[1] 5
EDUC 280 Behavior/Classroom Management 5

HSGER 115 Multi-Cultural Perspectives in Human Services 5
Total 15

Fourth Quarter
CMST 121 Job Communication Skills[2] 2-5
EDUC 252 Social/Emotional Development 5
HLTH 174 First Aid. 3
Approved Electives[3] 5
Total 15-18

Fifth Quarter
ECED 132 Fostering Social Competence 5
ECED 230 Learning Environments. 5
EDUC 282 Education/Special Education Practicum II 5
Total 15

Sixth Quarter
ECED 124 Methods of Learning. 5
ECED 254 Dynamics of Family Relationships. 5
ECED 282 Practicum I 5
Technology Elective[4] 2
Total 17

90-95 credits are required for the AAS Degree.

GENERAL EDUCATION OPTION
First Quarter
EDUC& 204 Exceptional Child. 5
ENGL& 101 English Composition I. 5
Math Elective 3-5
Total 13-15

Second Quarter
EDUC& 205 Intro to Ed w/ Field Exp. 5
HS 136 Improving Interpersonal Communication. 5
PSYC& 100 General Psychology 5
Total 15

Third Quarter
ECED 190 Child Development[1] 5
EDUC 280 Behavior/Classroom Management 5
HSGER 115 Multi-Cultural Perspectives in Human Services 5
Total 15

Fourth Quarter
CMST 121 Job Communication Skills[2] 2-5
EDUC 252 Social/Emotional Development 5
HLTH 174 First Aid. 3
Approved Electives[3] 5
Total 15-18

Fifth Quarter
CMST& 101 Introduction to Communication. 5
EDUC 281 Education/Special Education Practicum I 5
Approved Electives[3] 4
Technology Elective[4] 3
Total 17

Sixth Quarter
ECED 254 Dynamics of Family Relationships. 5
ECED 282 Practicum I 5
English or Math Elective[3] 5
Total 15

90-95 credits are required for the AAS Degree.

SCHOOL LIBRARY MEDIA TECHNICIAN OPTION
First Quarter
EDUC& 204 Exceptional Child. 5
ENGL& 101 English Composition I. 5
Math Elective 3-5
Total 13-15

Second Quarter
EDUC& 205 Intro to Ed w/ Field Exp. 5
HS 136 Improving Interpersonal Communication. 5
PSYC& 100 General Psychology 5
Total 15

Third Quarter
ECED 190 Child Development[1] 5
EDUC 280 Behavior/Classroom Management 5
HSGER 115 Multi-Cultural Perspectives in Human Services 5
Total 15

Fourth Quarter
CMST 121 Job Communication Skills[2] 2-5
EDUC 252 Social/Emotional Development 5
HLTH 174 First Aid. 3
LMLIB 115 Introduction to Library Organizational Systems[5] 5
Total 15-18

Fifth Quarter
EDUC 281 Education/Special Education Practicum I 5
LMLIB 125 School Libraries and Media Centers[5]. 5
LMLIB 126 School Library Technology and Services for Curriculum
Support[5] 3
LMLIB 220 Technical Services II: Cataloging [5] 5
Total 18

Sixth Quarter
EDUC 282 Education/Special Education Practicum II 5
LMLIB 135 Children's Literature and Library Services[5] 5
LMLIB 267 Cooperative Education Work Experience[5] 4
Total 14

90-95 credits are required for the AAS Degree.

CERTIFICATE
First Quarter
EDUC& 204 Exceptional Child. 5
EDUC 252 Social/Emotional Development 5
EDUC 275 Learning Disabilities 5
Total 15

Second Quarter
EDUC 270 Introduction to Developmental Disabilities 5
ENGL& 101 English Composition I. 5
HS 136 Improving Interpersonal Communication. 5
Total 15

Third Quarter
BUS 102 Math Skills for Business 3
EDUC 280 Behavior/Classroom Management 5
HLTH 174 First Aid. 3
Certificate Electives 4
Total 15

45 credits are required for the Certificate.

CERTIFICATE ELECTIVES
ASL& 121 Am Sign Language I 5
CAPPS 102 Introduction to Office 1
CAPPS 104 Windows. 1
CAPPS 110 Word 1
CAPPS 112 Excel 1
CAPPS 114 Access 1
CAPPS 116 PowerPoint 1
ECED 101 Issues and Trends in Early Childhood Education 5
ECED 290 School-age Development 5
EDUC 206 Tutor Training 1
EDUC 207 Advanced Tutor Training 1
EDUC 208 Tutorial Practicum 1-2
EDUC 281 Education/Special Education Practicum I 5
EDUC 282 Education/Special Education Practicum II 5
HS 102 Introduction to Human Services. 5
HS 105 Child Abuse 5
HS 277 Human Sexual Development 3
HSEAR 151 Education of the Hearing Impaired 5
HSSUB 172 Chemical Dependency in the Family 3

MATH ELECTIVE
BUS 102 Math Skills for Business 3
MATH 090 Pre-Algebra 5

[1] ECED 190 may be substituted with PSYC 210.

[2] *Students taking the school library media technician option may substitute LMLIB 266 for CMST 121.*

[3] *This elective requirement may be met by any course or combination of courses approved by the program instructor.*

[4] *Technology course needs to be from IS, CAPPS, GRDSN or other Internet related course.*

[5] *Library science (LMLIB) courses are offered once a year. Students may take LMLIB courses at any point in the cycle.*

EDUCATION PRE-MAJOR

AA-DTA Degree,
AS-T #1 Degree — Biology Education,
AS-T #1 Degree — Chemistry Education,
AS-T #1 Degree — General Science Education,
AS-T #2 — Physics Education,
Elementary Education DTA/MRP Degree,
Mathematics Education DTA Degree: SCC, SFCC

Education is the systematic study of the process of learning, its methods, history and philosophy. Students planning to receive a baccalaureate degree in education are strongly encouraged to coordinate their program of study with their chosen four-year college or university. While every four-year college will recognize the AA degree as satisfying their general education requirements, the courses used to fulfill the 25-credits of electives should be chosen carefully to expedite completion of the bachelor's degree.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE — BIOLOGY EDUCATION
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90-97
Total 90-97

90-97 credits are required for the AS-T #1 Degree — Biology Education .

AS-T #1 DEGREE — CHEMISTRY EDUCATION
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90-97
Total 90-97

90-97 credits are required for the AS-T #1 Degree — Chemistry Education .

AS-T #1 DEGREE — GENERAL SCIENCE EDUCATION
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90-97
Total 90-97

90-97 credits are required for the AS-T #1 Degree — General Science Education .

AS-T #2 — PHYSICS EDUCATION
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90-97
Total 90-97

90-97 credits are required for the AS-T #2 — Physics Education.

ELEMENTARY EDUCATION DTA/MRP DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the Elementary Education DTA/MRP Degree.

MATHEMATICS EDUCATION DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 95-97
Total 95-97

95-97 credits are required for the Mathematics Education DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

ELECTRICAL MAINTENANCE AND AUTOMATION

AAS Degree: SCC

Electrical maintenance and automation technicians are responsible for the maintenance, testing, repair, and/or replacement of the electrical systems and controls found in modern industrial plants and large commercial buildings.

As the electrical systems become more sophisticated, so must the skills of the electrical maintenance and automation technician. By mixing the theoretical with practical hands-on lab experiences using modern up-to-date industrial equipment and techniques, the student will be prepared for a challenging career in electrical maintenance.

Students are offered several options within the Electrical Maintenance and Automation program. They may choose to complete an AAS degree with specialized training in one of the following areas: Electrical Maintenance and Automation or Power Systems Maintenance. Electrical Trainee or Electrical Sales option certificates also are offered.

Students must maintain a 2.0 GPA in each course of the major discipline before advancing to the subsequent quarter. Students not meeting this minimum are required to repeat the deficient course before progressing.

Electrical maintenance and automation courses may be taken whenever they are offered and in any sequence as long as the student has fulfilled any prerequisites or has instructor permission. This plan allows a great deal of flexibility for retraining people in industry.

Potential students should possess a mechanical aptitude, good reading comprehension skills and the ability to pass a color blindness test.

AAS DEGREE

ELECTRICAL MAINTENANCE AND AUTOMATION
First Quarter
APLED 121 Applied Written Communication[1] 4
ELMT 111 Electrical Math 5
ELMT 112 Electrical Theory 5
ELMT 113 Safety and Tools 4
ELMT 114 Materials and Fasteners 4
MET 103 Introduction to Computers for Technology 3
Total 25

Second Quarter
ELMT 122 DC Circuits 5
ELMT 123 AC Theory 5
ELMT 124 Motor Maintenance 4
ELMT 262 Raceways 4
Total 18

Third Quarter
APLED 123 Leadership Skills for Business and Industry 3
ELMT 131 Solid State 5
ELMT 132 DC Generators and Motors 4

ELMT	135	DC Motor Controls	4
ELMT	252	Transformers and Industrial Lighting	5
		Total	**21**

Fourth Quarter

APLED	125	Employment Preparation[1]	3
ELMT	133	AC Motors and Alternators	4
ELMT	134	Introduction to AC Controls	5
ELMT	241	AC Motor Controls	5
ELMT	251	National Electric Code	4
		Total	**21**

Fifth Quarter

ELMT	242	Advanced AC Controls	5
ELMT	243	Introduction to Programmable Controllers	4
ELMT	253	National Electric Code - Article 430	4
ELMT	254	Programmable Controller Applications	5
ISFTY	111	Industrial First Aid	2
		Total	**20**

Sixth Quarter

ELMT	244	Solid State Motor Controls[2]	4
ELMT	263	Wiring Techniques[2]	4
ELMT	265	Advanced Programmable Controllers[2]	5
ELMT	268	Programmable Controller Integration[2]	5
		Total	**18**

123 credits are required for the AAS Degree.

POWER SYSTEMS MAINTENANCE

Only students who have received prior approval from the Bonneville Power Administration are eligible for this degree option.

First Quarter

APLED	121	Applied Written Communication[1]	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	113	Safety and Tools	4
ELMT	114	Materials and Fasteners	4
MET	103	Introduction to Computers for Technology	3
		Total	**25**

Second Quarter

ELMT	122	DC Circuits	5
ELMT	123	AC Theory	5
ELMT	124	Motor Maintenance	4
ELMT	262	Raceways	4
		Total	**18**

Third Quarter

APLED	123	Leadership Skills for Business and Industry	3
ELMT	131	Solid State	5
ELMT	132	DC Generators and Motors	4
ELMT	135	DC Motor Controls	4
ELMT	252	Transformers and Industrial Lighting	5
		Total	**21**

Fourth Quarter

APLED	125	Employment Preparation[1]	3
ELMT	133	AC Motors and Alternators	4
ELMT	134	Introduction to AC Controls	5
ELMT	241	AC Motor Controls	5
ELMT	251	National Electric Code	4
		Total	**21**

Fifth Quarter

FLPT	271	Pneumatic Theory	5
FLPT	272	Pneumatic Math and Symbols	4
FLPT	273	Hydraulic Theory	5
FLPT	274	Applied Hydraulics	4
ISFTY	111	Industrial First Aid	2
		Total	**20**

Sixth Quarter

| | | Cooperative Education Electives[3] | 18 |
| | | **Total** | **18** |

123 credits are required for the AAS Degree.

COOPERATIVE EDUCATION ELECTIVES

ELMT	266	Cooperative Education Seminar	2
ELMT	267	Cooperative Education Work Experience	16
ELMT	288	Cooperative Education Work Experience (No Seminar)	18

[1] This related education requirement may be met by any course or combination of courses approved by the instructional dean.

[2] This course may be substituted with cooperative education (2 credits ELMT 266 and 16 credits ELMT 267) with department permission only. The cooperative education supervisor must approve the worksite chosen. These courses must be taken in the final quarter.

[3] The cooperative education supervisor must approve the worksite chosen. ELMT 266 and 267 must be taken concurrently.

ELECTRICAL TRAINEE

Certificate: SCC

The Electrical Trainee Certificate program has been designed to meet a large variety of student and electrical industry needs. The student will be required to take six of the Electrical Maintenance Technician (ELMT) core classes along with vocational-related courses. In addition to the core classes, the student may select the electrical sales option with the cooperative education work experience component or choose four additional courses from the ELMT list.

This selection will be made with the aid of professional/technical counselors, faculty or industry advisers to best meet the needs of the individual student. Students who complete the certificate requirements will be ready to seek employment as sales associates in the electrical industry or as electrical trainees and can continue to develop their electrical skills through on-the-job work experience. Students may enter the program whenever the courses are offered. It should be noted that some courses do have prerequisites. ELMT courses may be taken in any sequence providing the student has fulfilled any prerequisites or has instructor permission.

CERTIFICATE

First Quarter

APLED	121	Applied Written Communication[1]	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	114	Materials and Fasteners	4
		ELMT Course Elective(s)[2]	4
		Total	**22**

Second Quarter

ELMT	122	DC Circuits	5
ELMT	123	AC Theory	5
ELMT	262	Raceways	4
		ELMT Course Elective(s)[2]	4
		Total	**18**

Third Quarter

APLED	125	Employment Preparation[1]	3
		ELMT Course Elective(s)[3]	16-20
		Total	**19-23**

59-63 credits are required for the Certificate.

ELECTRICAL SALES OPTION

First Quarter

APLED	121	Applied Written Communication[1]	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	114	Materials and Fasteners	4
		ELMT Course Elective(s)[2]	4
		Total	**22**

Second Quarter

APLED	123	Leadership Skills for Business and Industry	3
ELMT	122	DC Circuits	5
ELMT	123	AC Theory	5
ELMT	262	Raceways	4
		ELMT Course Elective(s)[2]	4
		Total	**21**

Third Quarter

APLED	125	Employment Preparation[1]	3
		Cooperative Education Electives	18
		Total	**21**

64 credits are required for the Certificate.

COOPERATIVE EDUCATION ELECTIVES

ELMT	266	Cooperative Education Seminar	2
ELMT	267	Cooperative Education Work Experience	16
ELMT	288	Cooperative Education Work Experience (No Seminar). 18	

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*
[2] *Choose one additional ELMT course.*
[3] *Choose four additional ELMT courses.*
[4] *ELMT 266 and 267 must be taken concurrently.*

ELECTRONICS ENGINEERING TECHNICIAN

AAS Degree, Certificate: SCC

The electronics industry of today's highly technological world needs technicians prepared for the dynamic field of microcomputer-based electronic equipment maintenance. The program provides a seven-quarter, comprehensive curriculum to prepare the student to meet this need.

State-of-the art concepts are taught, as well as practical laboratory techniques, which provide the circuit analysis skills necessary for electronic technicians. Also included are studies in communication skills, computational skills and human relations skills.

Flexibility is provided to the student who chooses to receive a certificate of completion in electronics. This certificate is offered after successful completion of four specific quarters of electronics study and related courses.

The associate in applied science degree option is most advantageous in securing employment in the electronics industry. To qualify for this degree, the student must successfully complete specific electronic courses, as well as student-selected advanced electronic options for a total of seven quarters of study. The degree candidate also must successfully complete specific related courses.

The Society of Broadcast Engineers offers an add-on certificate to the Broadcast and RF Communications Technician AAS degree. To earn a certificate, students must take ELECT 266 and ELECT 267 during summer quarter prior to or immediately following the seventh quarter. Consult with the department chair for more details.

Prerequisites: Appropriate ASSET or COMPASS scores in math, reading and writing (or alternative courses) must be met before admission into the program is granted. Written permission of the department chair or the technical division dean may supersede requirements.

AAS DEGREE

AVIONICS

First Quarter

ELECT	110	Computer Fundamentals for Electronics	2
ELECT	111	Fundamentals of DC/AC Circuits	7
ELECT	112	DC/AC Circuit Lab	5
ELECT	113	DC/AC Circuit Math	5
		Total	**19**

Second Quarter

APLED	121	Applied Written Communication[1]	4
ELECT	121	Advanced DC/AC Circuits	9
ELECT	122	Advanced DC/AC Circuits Lab	5
ELECT	123	Advanced DC/AC Circuit Math	5
		Total	**23**

Third Quarter

ELECT	134	Printed Circuit Board/Surface Mount Technology Design and Repair	1
ELECT	136	Solid State Devices and Circuits	5
ELECT	137	Solid State Devices and Circuits/Lab	4
ELECT	138	Linear Devices and Circuits	5
ELECT	139	Linear Devices and Circuits Lab	4
		Total	**19**

Fourth Quarter

APLED	125	Employment Preparation[1]	3
ELECT	211	Digital Concepts	5
ELECT	212	Digital Concepts Lab	4
ELECT	213	Basic Computer Systems	5
ELECT	214	Basic Computer Systems Lab	4
		Total	**21**

Fifth Quarter

ELECT	221	Communication Fundamentals	5
ELECT	222	Communication Fundamentals Lab	4
ELECT	223	Advanced Computer Systems	5
ELECT	224	Advanced Computer Systems Lab	4
		Total	**18**

Sixth Quarter

ELECT	231	Advanced Communications	5
ELECT	232	Advanced Communications Lab	4
ELECT	233	Systems Troubleshooting	5
ELECT	234	Systems Troubleshooting Lab	4
		Total	**18**

Seventh Quarter

ELECT	245	Principles of Avionics	5
ELECT	246	Principles of Avionics Lab	4
ELECT	247	Avionics Systems	5
ELECT	248	Avionics Systems Lab	4
		Total	**18**

136 credits are required for the AAS Degree.

BROADCAST AND RF COMMUNICATIONS TECHNICIAN

First Quarter

ELECT	110	Computer Fundamentals for Electronics	2
ELECT	111	Fundamentals of DC/AC Circuits	7
ELECT	112	DC/AC Circuit Lab	5
ELECT	113	DC/AC Circuit Math	5
		Total	**19**

Second Quarter

APLED	121	Applied Written Communication[1]	4
ELECT	121	Advanced DC/AC Circuits	9
ELECT	122	Advanced DC/AC Circuits Lab	5
ELECT	123	Advanced DC/AC Circuit Math	5
		Total	**23**

Third Quarter

ELECT	134	Printed Circuit Board/Surface Mount Technology Design and Repair	1
ELECT	136	Solid State Devices and Circuits	5
ELECT	137	Solid State Devices and Circuits/Lab	4
ELECT	138	Linear Devices and Circuits	5
ELECT	139	Linear Devices and Circuits Lab	4
		Total	**19**

Fourth Quarter

APLED	125	Employment Preparation[1]	3
ELECT	211	Digital Concepts	5
ELECT	212	Digital Concepts Lab	4
ELECT	213	Basic Computer Systems	5
ELECT	214	Basic Computer Systems Lab	4
		Total	**21**

Fifth Quarter

ELECT	221	Communication Fundamentals	5
ELECT	222	Communication Fundamentals Lab	4
ELECT	223	Advanced Computer Systems	5
ELECT	224	Advanced Computer Systems Lab	4
		Total	**18**

Sixth Quarter

| ELECT | 231 | Advanced Communications | 5 |
| ELECT | 232 | Advanced Communications Lab | 4 |

ELECT   233   Systems Troubleshooting. 5
ELECT   234   Systems Troubleshooting Lab 4
Total **18**

Seventh Quarter
ELECT   278   RF Communications 5
ELECT   279   RF Communications Lab. 4
ELECT   294   Microwave, CATV, and Satellite Communications 5
ELECT   295   Microwave, CATV, and Satellite Communications Lab 4
Total **18**

136 credits are required for the AAS Degree.

COMPUTER AND DATA COMMUNICATIONS TECHNICIAN
First Quarter
ELECT   110   Computer Fundamentals for Electronics 2
ELECT   111   Fundamentals of DC/AC Circuits. 7
ELECT   112   DC/AC Circuit Lab. 5
ELECT   113   DC/AC Circuit Math 5
Total **19**

Second Quarter
APLED   121   Applied Written Communication[1] 4
ELECT   121   Advanced DC/AC Circuits. 9
ELECT   122   Advanced DC/AC Circuits Lab 5
ELECT   123   Advanced DC/AC Circuit Math 5
Total **23**

Third Quarter
ELECT   134   Printed Circuit Board/Surface Mount Technology
              Design and Repair 1
ELECT   136   Solid State Devices and Circuits 5
ELECT   137   Solid State Devices and Circuits/Lab 4
ELECT   138   Linear Devices and Circuits 5
ELECT   139   Linear Devices and Circuits Lab. 4
Total **19**

Fourth Quarter
APLED   125   Employment Preparation[1] 3
ELECT   211   Digital Concepts. 5
ELECT   212   Digital Concepts Lab 4
ELECT   213   Basic Computer Systems 5
ELECT   214   Basic Computer Systems Lab 4
Total **21**

Fifth Quarter
ELECT   221   Communication Fundamentals 5
ELECT   222   Communication Fundamentals Lab. 4
ELECT   223   Advanced Computer Systems. 5
ELECT   224   Advanced Computer Systems Lab 4
Total **18**

Sixth Quarter
ELECT   231   Advanced Communications 5
ELECT   232   Advanced Communications Lab 4
ELECT   233   Systems Troubleshooting. 5
ELECT   234   Systems Troubleshooting Lab 4
Total **18**

Seventh Quarter
ELECT   255   Digital Data Communications 5
ELECT   256   Digital Data Communications Lab. 4
ELECT   257   Wireless Communications. 5
ELECT   258   Wireless Communications Lab 4
Total **18**

136 credits are required for the AAS Degree.

ELECTRONICS MAINTENANCE TECHNICIAN
First Quarter
ELECT   110   Computer Fundamentals for Electronics 2
ELECT   111   Fundamentals of DC/AC Circuits. 7
ELECT   112   DC/AC Circuit Lab. 5
ELECT   113   DC/AC Circuit Math 5
Total **19**

Second Quarter
APLED   121   Applied Written Communication[1] 4
ELECT   121   Advanced DC/AC Circuits. 9
ELECT   122   Advanced DC/AC Circuits Lab 5
ELECT   123   Advanced DC/AC Circuit Math 5
Total **23**

Third Quarter
ELECT   134   Printed Circuit Board/Surface Mount Technology
              Design and Repair 1
ELECT   136   Solid State Devices and Circuits 5
ELECT   137   Solid State Devices and Circuits/Lab 4
ELECT   138   Linear Devices and Circuits 5
ELECT   139   Linear Devices and Circuits Lab. 4
Total **19**

Fourth Quarter
APLED   125   Employment Preparation[1] 3
ELECT   211   Digital Concepts. 5
ELECT   212   Digital Concepts Lab 4
ELECT   213   Basic Computer Systems 5
ELECT   214   Basic Computer Systems Lab 4
Total **21**

Fifth Quarter
ELECT   221   Communication Fundamentals 5
ELECT   222   Communication Fundamentals Lab. 4
ELECT   223   Advanced Computer Systems. 5
ELECT   224   Advanced Computer Systems Lab 4
Total **18**

Sixth Quarter
              Electronics Maintenance Technician Electives[2] 18
Total **18**

Seventh Quarter
              Electronics Maintenance Technician Electives[2] 18
Total **18**

136 credits are required for the AAS Degree.

CERTIFICATE
First Quarter
ELECT   110   Computer Fundamentals for Electronics 2
ELECT   111   Fundamentals of DC/AC Circuits. 7
ELECT   112   DC/AC Circuit Lab. 5
ELECT   113   DC/AC Circuit Math 5
Total **19**

Second Quarter
APLED   121   Applied Written Communication[1] 4
ELECT   121   Advanced DC/AC Circuits. 9
ELECT   122   Advanced DC/AC Circuits Lab 5
ELECT   123   Advanced DC/AC Circuit Math 5
Total **23**

Third Quarter
ELECT   134   Printed Circuit Board/Surface Mount Technology
              Design and Repair 1
ELECT   136   Solid State Devices and Circuits 5
ELECT   137   Solid State Devices and Circuits/Lab 4
ELECT   138   Linear Devices and Circuits 5
ELECT   139   Linear Devices and Circuits Lab. 4
Total **19**

Fourth Quarter
APLED   125   Employment Preparation[1] 3
ELECT   211   Digital Concepts. 5
ELECT   212   Digital Concepts Lab 4
ELECT   213   Basic Computer Systems 5
ELECT   214   Basic Computer Systems Lab 4
Total **21**

82 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combina-
tion of courses approved by the department chair or the technical education
division dean.*

[2] *Sixth quarter select 18 credits from electronics, electrical maintenance and automation, or hydraulic and pneumatic automation. Seventh quarter select 18 credits from electrical maintenance and automation, or hydraulic and pneumatic automation. May be substituted with any related course or combination of courses approved by the department chair or the technical education division dean.*

EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC)

AAS Degree, Certificate: SCC

This program is for personnel who provide advanced emergency care under a supervising physician through direct radio communication and written standing orders. Applicants must be individuals with at least one year of prior experience as an EMT–Basic or EMT–Intermediate and have completed two quarters of college level anatomy and physiology (HED 108, 109) with a 2.0 grade or better within the last five years prior to acceptance into the program. It is strongly recommended that students complete BIOL& 241 and 242 prior to entering the Emergency Medical Technician (Paramedic) program. Additional admission requirements are listed on the attached student requirement sheet. Students may complete the four-quarter certificate requirements in Emergency Medical Technician-Paramedic, or complete the required certificate courses and the additional arts and sciences course requirements to receive an AAS degree. A 2.0 grade or better must be maintained in all classes.

For an AAS degree, students must complete 20 credits of required courses and seven credits of department approved electives numbered 100 or above in addition to the one-year certificate curriculum. Students may enroll in arts and sciences courses either preceding or following the four-quarter certificate curriculum. A 2.0 grade or better must be maintained in all classes.

AAS DEGREE

BIOL& 160 General Biology w/Lab[1] 5
BIOL& 241 Human A & P 1[1] 5
BIOL& 242 Human A & P 2[1] 5
ENGL& 101 English Composition I[1] 5
Optional Electives to consider[2] 7
Total **27**

First Quarter

APLED 112 Applied Mathematics 3
LIFE 131 Advanced Life Support I 14
Total **17**

Second Quarter

APLED 123 Leadership Skills for Business and Industry 3
LIFE 132 Advanced Life Support II 15
Total **18**

Third Quarter

LIFE 133 Advanced Life Support III....................... 18
Total **18**

Fourth Quarter

LIFE 134 Advanced Life Support IV....................... 21
Total **21**

101 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

APLED 112 Applied Mathematics 3
LIFE 131 Advanced Life Support I 14
Total **17**

Second Quarter

APLED 123 Leadership Skills for Business and Industry 3
LIFE 132 Advanced Life Support II 15
Total **18**

Third Quarter

LIFE 133 Advanced Life Support III....................... 18
Total **18**

Fourth Quarter

LIFE 134 Advanced Life Support IV....................... 21
Total **21**

74 credits are required for the Certificate.

[1] *These courses must be completed within a five year period preceding or following the 4-quarter certificate curriculum with a 2.0 grade or better.*

[2] *Optional electives to consider: ENGL& 102, computer, speech, math/science, chemistry for a total of 7 credits. These courses must be completed within a five year period preceding or following the 4-quarter certificate curriculum with a 2.0 grade or better.*

ENGINEERING PRE-MAJOR

AS-T #2 Degree — Bioengineering and Chemical pre-Engineering,
AS-T #2 Degree — Computer and Electrical pre-Engineering,
AS-T #2 Degree — Mechanical/Civil/Aeronautical/ Industrial pre-Engineering: SFCC

Engineering is the profession in which knowledge of the mathematical and natural sciences, gained by study, experience and practice, is applied to economically use the materials and forces of nature for the benefit of society.

The two-year program at SFCC is intended to prepare the student for transfer to a four-year engineering college at the junior level. The following curriculum outline is designed to meet most lower-division requirements of various engineering disciplines and should be used as a guide to obtain an Associate of Science Transfer (AS-T) degree in Engineering. Individual consultation with the Engineering adviser is strongly encouraged.

AS-T #2 DEGREE — BIOENGINEERING AND CHEMICAL PRE-ENGINEERING
See transfer degree requirements in the Transfer Program Outlines section of this catalog.
Suggested Courses to Consider[1] 105
Total **105**

105 credits are required for the AS-T #2 Degree — Bioengineering and Chemical pre-Engineering.

AS-T #2 DEGREE — COMPUTER AND ELECTRICAL PRE-ENGINEERING
See transfer degree requirements in the Transfer Program Outlines section of this catalog.
Suggested Courses to Consider[1] 100
Total **100**

100 credits are required for the AS-T #2 Degree — Computer and Electrical pre-Engineering.

AS-T #2 DEGREE — MECHANICAL/CIVIL/AERONAUTICAL/ INDUSTRIAL PRE-ENGINEERING
See transfer degree requirements in the Transfer Program Outlines section of this catalog.
Suggested Courses to Consider[1] 105
Total **105**

105 credits are required for the AS-T #2 Degree — Mechanical/ Civil/Aeronautical/Industrial pre-Engineering.

[1] *Consultation with the engineering adviser is strongly recommended for courses specific to student's choice of transfer institution and discipline exit code.*

ENGLISH PRE-MAJOR

AA-DTA Degree: SCC, SFCC

A major in English provides an excellent background for a wide variety of careers. The student should realize that a major or minor in English is considered desirable for such courses of study as pre-law, psychology, journalism, TV-radio, advertising, human relations, history, public relations, or teaching.

Students are provided with opportunities to improve their communication and critical skills. Writing courses provide practical experience in expository, creative and technical writing. The objective of all literature and humanities classes is to create an awareness and appreciation of the role of literature by examining and analyzing the historical, structural and artistic development of the works.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
        Total **90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

ESTHETICIAN

Certificate: SCC

Students enrolling in the Esthetician Certificate program will receive training in all phases of skin care. Emphasis will be on the use of facial machines; temporary hair removal; various types of facial treatments; face, neck, and hand massage techniques; and all safety and sanitation measures involved with these processes. Upon successful completion of the coursework, the student will be prepared to take the Washington State Examination in Esthetics.

Program Requirements:

- Students must maintain a 2.1 in all professional classes to complete the program and pass exit exams with a minimum score of 2.5 to be prepared to take the Washington State licensing examination of esthetics.
- Upon successful completion of the coursework, the student will be prepared to take the Washington State Examination in Esthetics.

Physical Requirements:

- Normal or corrected vision
- Physical dexterity, i.e., small object manipulation
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to sit or stand for extended periods of time

CERTIFICATE

First Quarter
COS   123   Esthetics Concepts I. 4
COS   124   Esthetics Applications I 10
COS   127   Advanced Esthetics Concepts 1
ISFTY   111   Industrial First Aid 2
        Total **17**

Second Quarter
COS   125   Esthetics Concepts II 4
COS   126   Esthetics Applications II 10
COS   227   Advanced Esthetics Applications 2
        Total **16**

33 credits are required for the Certificate.

FASHION MERCHANDISING

AAS Degree: SFCC

Fashion Merchandising is a two-year program designed to prepare both men and women for a career in the retail merchandising field. Professional courses stress the fashion concept as it applies to apparel and nonapparel merchandise, as well as a thorough understanding of buying, promotion and inventory systems.

AAS DEGREE
First Quarter
FMDSE 111   Fashion Merchandising Seminar[1]. 1
FMDSE 150   Principles of Retail Merchandising. 5
FMDSE 155   Fashion Trends 3
FMDSE 224   Principles of Retail Promotion[2]. 5
MMGT 181   Leadership Training-DEC[3] 1
        Total **15**

Second Quarter
FMDSE 112   Fashion Merchandising Seminar[1]. 1
FMDSE 152   Professional Development in Business[3]. 2
FMDSE 160   Merchandise Presentation. 5
FMDSE 180   Retail Sales Techniques 3
MMGT 182   Leadership Training-DEC[3] 1
        Required or Elective Courses 3
        Total **15**

Third Quarter
FMDSE 113   Fashion Merchandising Seminar[1]. 1
FMDSE 201   Fashion Fabrics. 3
FMDSE 210   Merchandising Management 5
MMGT 183   Leadership Training-DEC 1
        Required or Elective Courses 5
        Total **15**

Fourth Quarter
        Required or Elective Courses 18
        Total **18**

Fifth Quarter
        Required or Elective Courses 15
        Total **15**

Sixth Quarter
        Required or Elective Courses 17
        Total **17**

95 credits are required for the AAS Degree.

ELECTIVES - GROUP A BUSINESS
ACCT& 201   Prin of Accounting I 5
ACCT& 202   Prin of Accounting II 5
BT   101   Keyboarding 5
BUS   100   Money Management 3
BUS   103   Basic Business Math and Electronic Calculators 5
BUS&   201   Business Law 5
BUS   217   Business Statistics 5
BUS   280   Human Relations in Business 5
CAPPS 102   Introduction to Office 1
CAPPS 110   Word 1
CAPPS 112   Excel 1
CAPPS 114   Access 1
ECON& 201   Micro Economics 5
ECON& 202   Macro Economics. 5
IS   120   Business Computer Use 3
MMGT 101   Principles of Management 5
MMGT 231   Human Resource Management 5
MMGT 270   Conference Preparation Techniques. 1-5

ELECTIVES - GROUP B
ART   105   Color and Design. 5
FMDSE 161   Merchandise Trends. 3

REQUIRED COURSES
BT   107   Business Communications 3
BT   272   Business Correspondence 5
BUS&   101   Intro to Business. 5
CMST& 101   Introduction to Communication. 5
FMDSE 267   Cooperative Education Work Experience. 3
MMGT 211   Marketing 5

[1] *Required of all first-year students.*

[2] *FMDSE 224 may be substituted with MMGT 218.*

[3] *May be substituted with elective from Group A or Group B.*

[4] *Choose a minimum of 15 credits from Group A. May be substituted with merchandising seminars or other business courses approved by the fashion merchandising coordinator. These courses are to be taken throughout the two-year program.*

[5] *Choose a minimum of 8 credits from Group B. May be substituted with any interior design or art course approved by the fashion merchandising coordinator.*

PROGRAM OUTLINES

These courses are to be taken throughout the two-year program.
[6] *BT 107 and 108 may be substituted with ENGL& 101.*
[7] *FMDSE 267 must be taken concurrently with FMDSE 111, 112 or 113.*

FINANCIAL SERVICES/TELLER

Certificate: SCC

This program prepares students for employment as bank tellers. The program includes a basic introduction to teller qualifications, duties and responsibilities. Also included are money handling, transactions, negotiable instruments, checking and savings systems, bank services, bank security, the use of teller equipment and a variety of functions common to the banking industry. In the second quarter students gain skills in math, 10-key calculators, computer usage and writing. They also may select one elective business class from a list of options.

CERTIFICATE
FINANCIAL SERVICES/TELLER
First Quarter

BANK	101	Introduction to Banking Industry	4
BANK	102	Professional Standards in Banking	1
BANK	103	Introduction to Teller Operations	4
BANK	104	Teller Operations Applications	3
BT	100	Beginning Keyboarding	1
		Total	**13**

Second Quarter

APLED	121	Applied Written Communication[1]	4
BUS	103	Basic Business Math and Electronic Calculators	5
CIS	110	Introduction to Computer Applications	5
		Business Elective[2]	3-5
		Total	**17-19**

30-32 credits are required for the Certificate.

FINANCIAL SERVICES/TRAINEE

This short-term training program introduces students to the basic elements necessary for entry-level employment as a bank teller. Areas of study include lecture and practical applications in money handling transactions, negotiable instruments, checking and savings systems, bank services, bank security, the use of teller equipment and a variety of functions common to the banking industry.

First Quarter

BANK	101	Introduction to Banking Industry	4
BANK	102	Professional Standards in Banking	1
BANK	103	Introduction to Teller Operations	4
BANK	104	Teller Operations Applications	3
BT	100	Beginning Keyboarding	1
		Total	**13**

13 credits are required for the Certificate.

BUSINESS ELECTIVE

BUS	100	Money Management	3
BUS&	101	Intro to Business	5
BUS	280	Human Relations in Business	5

[1] *This course may be substituted with any written communications course or combination of courses approved by the instructional dean.*
[2] *Students should confer with their instructors before registering for electives.*

FIRE OFFICER

AAS Degree: SCC

The Fire Officer program is designed to enhance the technical and general education of the volunteer and career firefighter. The program builds on the basic fire service information which allows the firefighter to gain the knowledge and understanding of information required for work at the officer level within the fire service. Students are given a good educational foundation which is coupled with a broad spectrum of technical information that will help them perform the duties of a fire officer within their jurisdiction. The degree is targeted to current firefighters or fire officers.

Note: For students interested in pursuing a bachelor's degree at Eastern Washington University, a special articulation agreement is available for this program.

AAS DEGREE

Electives	6-7
First Year	50
Second Year	26
Work Based Learning Courses	15
Total	**97–98**

97-98 credits are required for the AAS Degree.

ELECTIVES

FOD	205	Fire Investigation	3
FOD	206	Fire Inspection and Codes	4

FIRST YEAR

CHEM&	110	Chemical Concepts w/Lab	5
CIS	110	Introduction to Computer Applications	5
CMST&	101	Introduction to Communication	5
CMST	227	Intercultural Communication	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MATH	201	Introduction to Finite Mathematics	5
PHYS	100	Introductory Physics	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5

SECOND YEAR

FOD	101	Fire Officer IA	3
FOD	103	Fire Officer IB	3
FOD	110	Fire Service Leadership	3
FOD	131	Fire Service Instructor I	3
FOD	133	Fire Service Instructor II	3
FOD	140	Fire Service Incident Safety Officer	2
FOD	201	Fire Officer IIA	3
FOD	203	Fire Officer IIB	3
FOD	210	Incident Management-Multi-Company Operations	3

WORK BASED LEARNING COURSES

FOD	102	Fire Officer IA Work Based Learning	3
FOD	104	Fire Officer IB Work Based Learning	3
FOD	132	Fire Service Instructor II Work Based Learning	3
FOD	202	Fire Officer IIA Work Based Learning	3
FOD	204	Fire Officer IIB Work Based Learning	3

FIRE SCIENCE TECHNOLOGY

AAS Degree: SCC

The Fire Science Technology program is designed to prepare students for entry-level careers as firefighters for municipal, industrial, state and federal fire departments. The primary mission of the Fire Science Technology program is identification and mitigation of emergencies in order to preserve life and property.

A 2.0 grade or better must be maintained in all courses required for a degree. EMT is a condition of graduation and must be obtained by the third quarter. This can be accomplished by taking LIFE 129 or by providing proof of certification from an outside agency. EMT Certificate must be submitted with petition to graduate.

AAS DEGREE
Prerequisites

LIFE	129	*Emergency Medical Technician-Basic[1]*

First Quarter

FS	100	Orientation to Fire Science[2]	2
FS	152	Building Construction	3
FS	211	Introduction to Fire Science	4
FS	212	Fire Science Applications I	6
		PE Elective	1
		Total	**16**

Second Quarter

FS	170	Hazardous Materials I	3

FS	221	Intermediate Fire Science	4
FS	222	Fire Science Applications II	6
		PE Elective	1
		Total	**14**

Third Quarter

FS	160	Fire Tactics	3
FS	177	Wildland Fire Operations[3]	3
FS	231	Advanced Fire Science	4
FS	232	Fire Science Applications III	6
		PE Elective	1
		Total	**17**

Fourth Quarter

CIS	110	Introduction to Computer Applications	5
ENGL&	101	English Composition I	5
FS	105	Principles of Hydraulics	4
		Math[4]	5
		PE Elective	1
		Total	**20**

Fifth Quarter

CHEM&	110	Chemical Concepts w/Lab	5
CMST&	101	Introduction to Communication	5
FS	220	Fire Protection Systems	2
FS	233	Professional Development	2
		PE Elective	1
		Total	**15**

Sixth Quarter

CMST	227	Intercultural Communication	5
ENGL&	102	Composition II	5
PHYS	100	Introductory Physics	5
		Cooperative Education Electives	3
		PE Elective	1
		Total	**19**

101 credits are required for the AAS Degree.

COOPERATIVE EDUCATION ELECTIVES

FS	266	Cooperative Education Seminar	1
FS	267	Cooperative Education Work Experience	2
FS	288	Cooperative Education Work Experience (No Seminar)	3

PE ELECTIVE

AQUAT	136	Aquatic Fitness	1
CJ	132	Criminal Justice Physical Training	1
CJ	133	Criminal Justice Physical Training	1
CJ	241	Criminal Justice Physical Training	1
CJ	242	Criminal Justice Physical Training	1
CJ	243	Criminal Justice Physical Training	1
PE	106	Yoga Fitness	1
PE	117	Kickboxing	1
PE	139	Weight Training	1
PE	185	Beginning Aerobic Fitness	1
PE	186	Fast Fitness, Beginning	1
PE	187	Cross Training	2
PE	206	Yoga Fitness	1
PE	217	Kickboxing	1
PE	239	Weight Training	1
PE	285	Advanced Aerobic Fitness	1
PE	286	Fast Fitness, Advanced	1
PE	287	Cross Training	2

[1] *EMT is a condition of graduation and must be obtained by the third quarter. This can be accomplished by taking LIFE 129 or by providing proof of certification from an outside agency. EMT certificate must be submitted with petition to graduate.*

[2] *First year pre-entry fire science students only. This course is offered fall quarter only.*

[3] *This course is offered spring quarter only.*

[4] *This math course requirement may be met by any transferable college level math course.*

[5] *FS 266 and 267 must be taken concurrently.*

[6] *This course is offered winter quarter only.*

FIRE SCIENCE TECHNOLOGY (AAS-T)

AAS-T Degree: SCC

The Fire Science Technology program is designed to prepare students for entry-level careers as firefighters for municipal, industrial, state and federal fire departments. The primary mission of the Fire Science Technology program is identification and mitigation of emergencies in order to preserve life and property.

This AAS-T degree is transferable to some four-year institutions. Students interested in transfer should contact the SCC transfer office or the Fire Science program instructor for a list of four-year institutions that have agreed to accept this degree.

A 2.0 grade or better must be maintained in all courses required for a degree. EMT is a requirement by the end of the fifth quarter. This can be accomplished by taking LIFE 129 or by providing proof of certification from an outside agency.

AAS-T DEGREE

First Quarter

CMST&	101	Introduction to Comm[1]	5
ENGL&	101	English Composition I[1]	5
FS	100	Orientation to Fire Science[2]	2
MATH&	107	Math in Society[3]	5
		PE Elective	1
		Total	**18**

Second Quarter

CHEM&	110	Chemical Concepts w/Lab	5
ENGL&	102	Composition II [1]	5
FS	152	Building Construction[4]	3
		Humanities Elective (Group B or C)	5
		PE Elective	1
		Total	**19**

Third Quarter

CMST	227	Intercultural Communication[1]	5
FS	177	Wildland Fire Operations[4]	3
HLTH	101	Health and Wellness[5]	3
PHYS	100	Introductory Physics[1]	5
		PE Elective	1
		Total	**17**

Fourth Quarter

FS	105	Principles of Hydraulics	4
FS	211	Introduction to Fire Science	4
FS	212	Fire Science Applications I	6
FS	233	Professional Development	2
		Total	**16**

Fifth Quarter

FS	170	Hazardous Materials I[6]	3
FS	220	Fire Protection Systems[6]	2
FS	221	Intermediate Fire Science[6]	4
FS	222	Fire Science Applications II[6]	6
		Humanities Elective "W" (Group A, B or C)	5
		Total	**20**

Sixth Quarter

FS	160	Fire Tactics	3
FS	231	Advanced Fire Science	4
FS	232	Fire Science Applications III	6
		Cooperative Education Elective	3
		PE Elective	3
		Total	**19**

109 credits are required for the AAS-T Degree.

COOPERATIVE EDUCATION ELECTIVE

FS	266	Cooperative Education Seminar	1
FS	267	Cooperative Education Work Experience	2
FS	288	Cooperative Education Work Experience (No Seminar)	3

PE ELECTIVE

AQUAT	136	Aquatic Fitness	1
CJ	132	Criminal Justice Physical Training	1

CJ	133	Criminal Justice Physical Training.	1
CJ	241	Criminal Justice Physical Training.	1
CJ	242	Criminal Justice Physical Training.	1
CJ	243	Criminal Justice Physical Training.	1
PE	106	Yoga Fitness	1
PE	117	Kickboxing	1
PE	139	Weight Training	1
PE	185	Beginning Aerobic Fitness.	1
PE	186	Fast Fitness, Beginning	1
PE	187	Cross Training.	2
PE	206	Yoga Fitness	1
PE	217	Kickboxing	1
PE	239	Weight Training	1
PE	285	Advanced Aerobic Fitness	1
PE	286	Fast Fitness, Advanced.	1
PE	287	Cross Training.	2

[1] *This course may be substituted with any course or combination of courses approved by the instructional dean.*

[2] *First year pre-entry fire science students only. This course is offered in fall quarter only.*

[3] *This math course requirement may be met by any transferable college level math course.*

[4] *This course is offered spring quarter only.*

[5] *HLTH 101 may be substituted with HLTH 104.*

[6] *EMT is a requirement by the end of the fifth quarter.*

[7] *FS 266 and 267 must be taken concurrently.*

FLORIST

AAS Degree, Certificate: SCC

The field of environmental horticulture pertains to floriculture, landscape design and maintenance, and greenhouse and nursery management. This program provides a study of ornamental plant materials, plant propagation and retail sales of cut flowers and potted plants. At the completion of the second year, the student may receive the associate in applied science degree.

The Floral Certificate provides a study of floral arrangement techniques and retail sales methods of cut flowers and potted plants. Students must enter in the fall quarter in order to finish the 3-quarter sequence of floral design classes. Employment potential includes floral designer, greenhouse manager, retail sales manager, etc.

Courses may be offered only in the quarter indicated. Outlined curriculum assumes students begin the program fall quarter and continue winter and spring quarters, with summer quarter off. It is recommended that students work closely with the program adviser or department chair when planning classes.

AAS DEGREE
First Quarter

AGHRT	103	Introduction to Greenhouse and Nursery Management	3
AGHRT	126	Computer Essentials for Environmental Sciences.	2
AGHRT	171	Agricultural Leadership Training	1
AGHRT	211	Floral Design Techniques.	5
APLED	112	Applied Mathematics[1]	3
		Total 14	

Second Quarter

AGHRT	105	Horticultural Retail Sales.	3
AGHRT	111	House Plants	5
AGHRT	116	Green Industry Management	5
AGHRT	212	Floral Design Applications	5
		Total 18	

Third Quarter

AGGEN	151	Agriculture Shop Skills	4
AGHRT	173	Agricultural Leadership Training	1
AGHRT	213	Retail Floristry	5
APLED	121	Applied Written Communication[1]	4
		Total 14	

Fourth Quarter

AGHRT	104	Principles of Pest Management	5
AGHRT	106	Greenhouse and Nursery Management I	5
AGHRT	195	Practicum[2].	3
ENVS	110	Plant Biology	5
		Total 18	

Fifth Quarter

AGHRT	107	Greenhouse and Nursery Management II.	4
AGHRT	240	Practicum - Floral Design Projects 1	3
BUS	280	Human Relations in Business	5
MMGT	205	Small Business Planning	5
		Total 17	

Sixth Quarter

AGHRT	108	Greenhouse and Nursery Management III	4
AGHRT	230	Plant Problem Diagnosis.	5
AGHRT	232	Pest Management Project	2
AGHRT	241	Practicum - Floral Design Projects 2	3
ENVS	210	Environmental Soil Science.	5
		Total 19	

100 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

AGHRT	103	Introduction to Greenhouse and Nursery Management	3
AGHRT	126	Computer Essentials for Environmental Sciences.	2
AGHRT	171	Agricultural Leadership Training	1
AGHRT	211	Floral Design Techniques.	5
APLED	112	Applied Mathematics[1]	3
		Total 14	

Second Quarter

AGHRT	105	Horticultural Retail Sales.	3
AGHRT	111	House Plants	5
AGHRT	116	Green Industry Management	5
AGHRT	212	Floral Design Applications	5
		Total 18	

Third Quarter

AGGEN	151	Agriculture Shop Skills	4
AGHRT	173	Agricultural Leadership Training	1
AGHRT	213	Retail Floristry	5
APLED	121	Applied Written Communication[1]	4
		Total 14	

46 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *Practicum may be taken anytime during the second year.*

FOREIGN LANGUAGE PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Knowledge of foreign languages makes possible direct contact with the literature and culture of other lands, contributing to international understanding. It is essential both from the standpoint of the traditionally recognized humanistic value and its central position in today's internationally oriented business and diplomatic world.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90

Total 90

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

FRONT OFFICE PROFESSIONAL

Certificate: SCC

The Front Office Professional program is a three-quarter program preparing students for entry-level positions. Students completing this program are prepared to greet callers, make and receive telephone calls in a professional way, format correspondence and reports, and perform a variety of duties depending on the office situations.

To enter the third quarter of this program, students must pass competency tests in the following areas:

- Math (fractions, percentages, etc.)
- Writing (write a basic letter, memo, and/or e-mail with correct spelling, punctuation, grammar, etc.)
- Format documents from unarranged copy in a timed situation (letters, memos, reports, tables) using Word
- Keyboarding proficiency of 40 wpm

CERTIFICATE

First Quarter

BT	090	Basic Grammar for Business II	5
BT	101	Keyboarding	5
BT	151	Business Student Preparation	5
		Total	**15**

Second Quarter

BT	102	Document Processing[1]	5
BT	109	Business Communications	5
BUS	103	Basic Business Math and Electronic Calculators	5
CATT	102	Introduction to Outlook	2.5
		Total	**17.5**

Third Quarter

BT	160	Job Preparation Techniques	3
BT	165	Word Processing	5
BT	231	Office Procedures	5
MMGT	223	Customer Service	3
		Total	**16**

48.5 credits are required for the Certificate.

[1] *Keyboarding proficiency of 30 wpm for three minutes with no more than six errors is a prerequisite for BT 102.*

GERONTOLOGY PARAPROFESSIONAL

AAS Degree, Certificate: SFCC

Spokane Falls Community College offers a program designed to provide specific training to individuals who wish to establish a career in meeting the needs of a rapidly expanding older population. The Gerontology program examines mental, emotional, physical and social changes, which confront older adults. Gerontology is distinct from geriatrics, a medical specialty that explores health and disease in elders. Some of the current career fields may include program management, administration, recreation services, residential care, business and education fields and human service programs related to life after sixty.

An AAS degree and a certificate option are available. The associate in applied science degree prepares students for employment. The one-year certificate program is an option for those who have another degree and wish to increase their gerontology skills. Education in gerontology may be used as a support base for many helping professions. This area of study is also a resource for launching second and third careers.

AAS DEGREE

First Quarter

HS	102	Introduction to Human Services	5
HS	136	Improving Interpersonal Communication	5
HSSUB	131	Survey of Chemical Dependency	3
		Approved Elective or any HS, HSGER, HSSOC, HSSUB	5
		Total	**18**

Second Quarter

HS	105	Child Abuse	5
HSGER	101	Introduction to Social Gerontology	5
HSGER	250	Death, Loss and Grief	5
		Total	**15**

Third Quarter

ENGL&	101	English Composition I	5
		Multi-Cultural Perspectives or Aging Elective	5
		Social Policy or Treatment Theories Elective	5
		Total	**15**

Fourth Quarter

HSGER	110	Leisure, Learning, and Living	5
HSGER	281	Practicum I	5
		Math Elective[1]	3-5
		Total	**13–15**

Fifth Quarter

HSGER	210	Aging and Mental Health	5
HSGER	282	Practicum II	5
		Approved Elective or any HS, HSGER, HSSOC, HSSUB	5
		Total	**15**

Sixth Quarter

HSGER	283	Practicum III	5
		Approved Elective or any HS, HSGER, HSSOC, HSSUB	10
		Total	**15**

91-93 credits are required for the AAS Degree.

CERTIFICATE

Students working toward a certificate of completion in gerontology must choose and complete a specified 30 credit sequence of courses and 10 credits of practicum in the gerontology program, consulting individually with a gerontology instructor before planning the total program.

BUS	102	Math Skills for Business	3
ENGL&	101	English Composition I	5
HS	136	Improving Interpersonal Communication	5
HSGER	101	Introduction to Social Gerontology	5
HSGER	110	Leisure, Learning, and Living	5
HSGER	115	Multi-Cultural Perspectives in Human Services	5
HSGER	201	Aging and Personality	5
HSGER	250	Death, Loss and Grief	5
HSGER	281	Practicum I	5
HSGER	282	Practicum II	5
		Total	**48**

48 credits are required for the Certificate.

APPROVED ELECTIVE OR ANY HS, HSGER, HSSOC, HSSUB

BUS	100	Money Management	3
BUS	115	Budgeting Skills	1
BUS	180	Travel and Tourism	3
BUS	185	Travelography: Destinations for Business and Tourism	3
BUS	191	Job Success	1-3
CAPPS	102	Introduction to Office	1
CMST	121	Job Communication Skills	2-5
ECED	100	Basic Child Care Training	2
EDUC	270	Introduction to Developmental Disabilities	5
FMT	112	Exercise and Aging	3
FMT	209	Exercise and the Cardiovascular System	5
GENST	154	Introduction to Service Learning	2-5
HLTH	101	Health and Wellness	3
HLTH	174	First Aid	3
PSYC&	100	General Psychology	5
PSYC	210	Conception through Adolescent Developmental Psychology	5

MATH ELECTIVE

BUS	102	Math Skills for Business	3
CMST	121	Job Communication Skills	2-5

MULTI-CULTURAL PERSPECTIVES OR AGING ELECTIVE

HSGER	115	Multi-Cultural Perspectives in Human Services	5
HSGER	201	Aging and Personality	5

PROGRAM OUTLINES

SOCIAL POLICY OR TREATMENT THEORIES ELECTIVE

HS   115   Social Policy 5
HSSOC 115   Social Policy 5
HSSOC 221   Treatment Theories in Human Services 5

[1] *Select BUS 102 and CMST 121 or other MATH course as approved by department chair.*

GRAPHIC DESIGN

AAS Degree, Certificate: SFCC

The two-year Graphic Design program is an intensive course of study that prepares students for entry-level jobs in design studios, advertising agencies, corporate in-house design departments and other businesses which use computers to create design, advertising and promotional pieces. Standards match job requirements that range from technical production abilities to high-level creative conceptualizing. The program consists of a project-oriented curriculum that incorporates industry design problems and projects to demonstrate student learning. Courses in design process and design technology interact to deliver the skills necessary to successfully complete specific design projects. Students assemble project portfolios that are reviewed by the design faculty.

With strong guidance from a local advisory committee of professional designers, the program is constantly updated with the goal of placing students in entry-level design jobs. Throughout the program there is ample opportunity for students to interact with professionals via field trips, guest lecturers, adjunct faculty and the Internet. At the end of the second year there is portfolio organization, internships, resume preparation and job-placement assistance. Although the Graphic Design program is oriented to the print medium, students are introduced to web design and multi-media design.

AAS DEGREE
First Quarter
GRDSN 101   Design Process I. 2
GRDSN 102   Design Technology I. 2
GRDSN 103   Design Projects I 1
GRDSN 104   Design Lab I 2
GRDSN 105   Drawing for Graphic Designers 2
GRDSN 109   History of Design 4
GRDSN 156   Illustrator I 2
GRDSN 163   InDesign I 2
              Total 17

Second Quarter
ART   105   Color and Design. 5
GRDSN 111   Design Process II 2
GRDSN 112   Design Technology II 2
GRDSN 113   Design Projects II. 1
GRDSN 114   Design Lab II 2
GRDSN 115   Drawing for Communication 2
GRDSN 158   PhotoShop I 2
GRDSN 172   Dreamweaver 2
              Total 18

Third Quarter
BUS   102   Math Skills for Business 3
ENGL   105   Pro/Tech: Basic Writing 5
GRDSN 121   Design Process III 2
GRDSN 122   Design Technology III 2
GRDSN 123   Design Projects III 1
GRDSN 124   Design Lab III. 2
GRDSN 125   Computer Drawing 2
              Total 17

Fourth Quarter
GENST   109   Applied Critical Thinking 3
GRDSN 126   Web Production 2
GRDSN 142   Print Production. 2
GRDSN 201   Design Process IV 2
GRDSN 202   Design Technology IV 2
GRDSN 203   Design Projects IV 1
GRDSN 204   Design Lab IV. 4
              SFCC Graphic Design Suggested Electives 3

Total 19

Fifth Quarter
GRDSN 211   Design Process V 2
GRDSN 212   Design Technology V 2
GRDSN 213   Design Projects V 1
GRDSN 214   Design Lab V 4
GRDSN 235   Multimedia Technology I. 3
HS   136   Improving Interpersonal Communication. 5
              Total 17

Sixth Quarter
GRDSN 221   Design Process VI. 2
GRDSN 223   Design Projects VI 1
GRDSN 224   Design Lab VI. 4
GRDSN 266   Cooperative Education Seminar. 1
GRDSN 267   Cooperative Education Work Experience. 3-5
              SFCC Graphic Design Suggested Electives[1] 3-5
              Total 14-18

102-106 credits are required for the AAS Degree.

CERTIFICATE
3-D ANIMATION CERTIFICATE
This certificate is designed as an introduction to 3-D animation technologies and projects. The courses provide students with fundamental skills as they relate to 3-D animation. Students are assigned industry related projects and exercises.

ART   106   3-D Design 4
GRDSN 238   3-D Modeling and Animation I 3
GRDSN 239   3-D Modeling and Animation II. 3
GRDSN 240   3-D Modeling and Animation III 3
PHOTO   126   Digital Photography I 5
              Total 18

18 credits are required for the Certificate.

GRAPHIC DESIGN SURVEY CERTIFICATE
This certificate is designed as an introduction to graphic design technologies and projects. The courses provide students with fundamental skills as they relate to graphic design and advertising. Students are assigned industry related projects and exercises.

GRDSN 101   Design Process I. 2
GRDSN 102   Design Technology I. 2
GRDSN 104   Design Lab I 2
GRDSN 105   Drawing for Graphic Designers 2
GRDSN 109   History of Design 4
              SFCC Graphic Design Suggested Electives 2
              Total 14

14 credits are required for the Certificate.

MULTIMEDIA CERTIFICATE
This certificate is designed as an introduction to multimedia technologies and projects. The courses provide students with fundamental skills as they relate to multimedia and animation. Students are assigned industry related projects and exercises.

GRDSN 160   Director 2
GRDSN 171   Flash 2
GRDSN 235   Multimedia Technology I. 3
GRDSN 236   Multimedia Technology II 3
GRDSN 238   3-D Modeling and Animation I 3
GRDSN 239   3-D Modeling and Animation II. 3
              Total 16

16 credits are required for the Certificate.

WEB DESIGN CERTIFICATE
This certificate is designed as an introduction to web design technologies and projects. The courses provide students with fundamental skills as they relate to web design. Students are assigned industry related projects and exercises.

GRDSN 126   Web Production 2
GRDSN 158   PhotoShop I 2
GRDSN 167   Fireworks 2
GRDSN 172   Dreamweaver 2

GRDSN 235 Multimedia Technology I. 3
GRDSN 236 Multimedia Technology II 3
IS 126 Internet Publishing 2
Total **16**

16 credits are required for the Certificate.

SFCC GRAPHIC DESIGN SUGGESTED ELECTIVES

ART& 100 Art Appreciation. 5
ART 101 Fundamentals of Drawing. 4
ART 102 Drawing Composition 4
ART 103 Drawing Techniques. 4
ART 104 Perspective Drawing 4
ART 105 Color and Design. 5
ART 106 3-D Design 4
ART 110 Modern Art. 5
ART 112 Non-Western Art 5
ART 130 Sculpture. 4
ART 151 Calligraphy 3
ART 188 Acrylic Painting 4
ART 189 Printmaking 4
ART 190 Printmaking Relief 4
ART 191 Screen Printing. 4
ART 192 Printmaking, Intaglio. 4
ART 193 Lithography (Printmaking) 4
ART 202 Figure Drawing. 3
BT 160 Job Preparation Techniques. 3
BT 272 Business Correspondence 5
BUS& 101 Intro to Business. 5
BUS 108 eBusiness 2
CMST& 101 Introduction to Communication. 5
CMST 121 Job Communication Skills. 2-5
ENGL& 101 English Composition I. 5
ENGL& 102 Composition II 5
ENGL& 235 Technical Writing 5
ENGL& 236 Creative Writing I. 5
GRDSN 126 Web Production 2
GRDSN 131 Publication Design. 1
GRDSN 235 Multimedia Technology I. 3
GRDSN 236 Multimedia Technology II 3
GRDSN 237 Multimedia Technology III 3
GRDSN 238 3-D Modeling and Animation I 3
GRDSN 239 3-D Modeling and Animation II. 3
GRDSN 240 3-D Modeling and Animation III 3
HS 238 Group Effectiveness Training 5
HUM 141 Introduction to Film. 5
MMGT 211 Marketing. 5
PHOTO 101 Introduction to Photography 5
PHOTO 112 Photographic Design 4
PHOTO 126 Digital Photography I 5
PHOTO 132 Advanced Black and White Photography 3
SBM 101 How to Start a Small Business 5
SBM 105 Targeting Your Market 2

[1] *Any applicable graphic designed self-paced software course(s) and art studio course(s) as approved by the department chair.*

GREENHOUSE-NURSERY

AAS Degree, Certificate: SCC

The field of environmental horticulture pertains to floriculture, landscape design and maintenance, and greenhouse and nursery management. This program provides a study of ornamental plant materials, plant propagation, and nursery and greenhouse management methods. Employment potential includes greenhouse manager, nursery manager, retail sales manager and plant propagator.

At the completion of the second year, the student may receive the associate in applied science degree.

Courses may be offered only in the quarter indicated. Outlined curriculum assumes students begin the program fall quarter and continue winter and spring quarters, with summer quarter off. It is recommended that students work closely with the program adviser or department chair when planning classes.

AAS DEGREE
First Quarter

AGHRT 103 Introduction to Greenhouse and Nursery Management 3
AGHRT 110 Fall Landscape Plant Materials. 5
AGHRT 126 Computer Essentials for Environmental Sciences. 2
AGHRT 171 Agricultural Leadership Training 1
AGHRT 211 Floral Design Techniques. 5
APLED 112 Applied Mathematics[1] 3
Total **19**

Second Quarter

AGHRT 111 House Plants 5
AGHRT 116 Green Industry Management 5
APLED 121 Applied Written Communication[1] 4
ENVS 110 Plant Biology 5
Total **19**

Third Quarter

AGHRT 104 Principles of Pest Management 5
AGHRT 105 Horticultural Retail Sales. 3
AGHRT 112 Spring Landscape Plant Materials 5
AGHRT 173 Agricultural Leadership Training 1
ENVS 210 Environmental Soil Science. 5
Total **19**

Fourth Quarter

AGGEN 151 Agriculture Shop Skills 4
AGHRT 106 Greenhouse and Nursery Management I 5
AGHRT 202 Principles of Irrigation. 5
AGHRT 230 Plant Problem Diagnosis. 5
AGHRT 232 Pest Management Project 2
Total **21**

Fifth Quarter

AGHRT 102 Pesticides and Application Equipment. 5
AGHRT 107 Greenhouse and Nursery Management II. 4
AGHRT 205 Landscape Design 4
AGHRT 219 Soil Management and Fertility 5
Total **18**

Sixth Quarter

AGHRT 108 Greenhouse and Nursery Management III 4
AGHRT 195 Practicum[2]. 3
BUS 280 Human Relations in Business 5
MMGT 205 Small Business Planning 5
Total **17**

113 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

AGHRT 103 Introduction to Greenhouse and Nursery Management 3
AGHRT 110 Fall Landscape Plant Materials. 5
AGHRT 126 Computer Essentials for Environmental Sciences. 2
AGHRT 171 Agricultural Leadership Training 1
AGHRT 211 Floral Design Techniques. 5
APLED 112 Applied Mathematics 3
Total **19**

Second Quarter

AGHRT 111 House Plants 5
AGHRT 116 Green Industry Management 5
APLED 121 Applied Written Communication. 4
ENVS 110 Plant Biology 5
Total **19**

Third Quarter

AGHRT 104 Principles of Pest Management 5
AGHRT 105 Horticultural Retail Sales. 3
AGHRT 112 Spring Landscape Plant Materials 5
AGHRT 173 Agricultural Leadership Training 1
ENVS 210 Environmental Soil Science. 5
Total **19**

57 credits are required for the Certificate.

1 *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*
2 *Practicum may be taken at any time during the second year.*

HEALTH INFORMATION TECHNOLOGY

AAS Degree: SCC

This AAS degree program is accredited by the American Health Information Management Association (AHIMA) and the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and prepares students for employment in maintaining and processing health information in hospitals, nursing facilities, ambulatory care clinics and health insurance agencies. Training in a realistic work environment include managing computer databases, coding and abstracting clinical data, quality control management of information, health-related legal principles and policies, and knowledge of the Health Insurance Portability and Accountability Act (HIPAA) regulations. Upon completion of the program, students are eligible to take the Registered Health Information Technician (RHIT) certification exam offered by (AHIMA).

Each required course for graduation in the first year of the curriculum must be completed with a 2.0 grade or better before proceeding to the second year of the curriculum. A 2.0 grade or better must be maintained in all courses required for a degree. All HIT courses must be completed within five years.

Prerequisite/Admission Requirements:
- High School diploma or GED certificate
- Physical examination
- Keyboarding skills (Microsoft or basic computing)
- Appropriate scores in one of the following: ASSET or COMPASS

Students desiring a course of study leading to an associate of arts degree should consult the college catalog for the specific degree requirements. The AA degree is recommended for students who may consider continuing their education in health information management or administration.

AAS DEGREE
First Quarter
HED	108	Human Anatomy	5
HIT	104	Introduction to Health Information	3
HIT	125	Medical Terminology	5
HIT	160	Computer Theory in Health Information	3
		Total	**16**

Second Quarter
BUS	103	Basic Business Math and Electronic Calculators	5
HED	109	Human Physiology and Disease	5
HIT	101	Health Record Systems	5
HIT	161	Health Management Information Systems	3
		Total	**18**

Third Quarter
ENGL&	235	Technical Writing	5
HIT	129	Pathophysiology	5
HIT	135	Comparative Record Systems	4
HIT	162	Electronic Health Record Systems	3
		Total	**17**

Fourth Quarter
HIT	105	Legal Concepts in Health	3
HIT	145	Pharmacology	3
HIT	203	Clinical Practice	1
HIT	209	Health Data Analysis and Display	5
HIT	212	Acute Care Coding	5
		Total	**17**

Fifth Quarter
HIT	208	Health Information Management	5
HIT	211	Quality Improvement	4
HIT	214	Ambulatory Care Coding	5
HIT	250	Management and Supervision in Health Organizations	3
		Total	**17**

Sixth Quarter
HIT	213	Clinical Practice	6
HIT	216	Reimbursement Strategies for HIM Professionals	5
HIT	218	Advanced Medical Coding	5
HIT	240	HIT Clinical Seminar	2
		Total	**18**

103 credits are required for the AAS Degree.

HEALTH RECORD CLERK

AAS Degree, Certificate: SCC

The Health Record Clerk program offers versatility in skills development and career mobility for the student. Health record clerks provide services in hospitals, long-term care, ambulatory care, clinics and other health-related areas. Students have clinical practice experience in an admissions/registration department, health information management department or alternative sites to practice and integrate their learned skills.

Admission Requirements:
- High school diploma or GED certificate
- Appropriate scores in one ASSET or COMPASS
- Keyboarding skills
- Physical exam

All courses must be completed with a 2.0 GPA or better within a five-year period to be awarded a certificate. Any exceptions to the admission requirements must be approved by the program director and the dean of instruction for health and environmental sciences. The student may complete requirements in Health Record Clerk and receive a certificate or associate in applied science degree. The student may enroll in liberal arts either preceding or following the professional curriculum. Students enrolling in liberal arts the first year must make formal application to the Health Record Clerk program during the first year. For an associate in applied science degree, the student must complete 15 credit hours of required courses and 27 hours of department approved electives numbered 100 or above in addition to the on 3-year professional curriculum and a 2.0 GPA must be maintained in all classes.

AAS DEGREE
ENGL&	101	English Composition I	5
MATH	100	Vocational Technical Mathematics	5
PSYC&	100	General Psychology	5
		Electives (also consider Computer Classes)	27
		Total	**42**

First Quarter
CMST&	210	Interpersonal Communicatn[1]	5
HIT	160	Computer Theory in Health Information[1]	3
HRC	104	Introduction to Health Information[1]	3
HRC	108	Human Anatomy[1]	5
		Total	**16**

Second Quarter
BUS	103	Basic Business Math and Electronic Calculators[1]	5
HIT	161	Health Management Information Systems[1]	3
HRC	101	Health Record Systems[1]	5
HRC	125	Medical Terminology[1]	5
		Total	**18**

Third Quarter
HIT	162	Electronic Health Record Systems	3
HRC	105	Legal Concepts in Health	3
HRC	126	Introduction to Study of Disease	3
HRC	150	Health Record Clerk Directed Practice	3
		Records or Pharmacology Elective	3-4
		Total	**15-16**

91-92 credits are required for the AAS Degree.

CERTIFICATE
First Quarter
CMST&	210	Interpersonal Communication	5
HIT	160	Computer Theory in Health Information	3

HRC   104   Introduction to Health Information 3
HRC   108   Human Anatomy 5
          Total **16**

Second Quarter

BUS   103   Basic Business Math and Electronic Calculators   5
HIT   161   Health Management Information Systems 3
HRC   101   Health Record Systems 5
HRC   125   Medical Terminology 5
          Total **18**

Third Quarter

HIT   162   Electronic Health Record Systems 3
HRC   105   Legal Concepts in Health 3
HRC   126   Introduction to Study of Disease 3
HRC   150   Health Record Clerk Directed Practice 3
          Records or Pharmacology Elective 3-4
          Total **15-16**

49-50 credits are required for the Certificate.

ELECTIVES (ALSO CONSIDER COMPUTER CLASSES)

BUS&   101   Intro to Business. 5
ENGL&   102   Composition II   5
ISFTY   111   Industrial First Aid 2
MMGT   101   Principles of Management 5
SOC   211   Marriage and the Family 5

RECORDS OR PHARMACOLOGY ELECTIVE

HRC   135   Comparative Record Systems 4
HRC   145   Pharmacology. 3

[1] *Each required course must be completed with a 2.0 grade or better before proceeding to the third quarter.*

HEALTH UNIT COORDINATOR

AAS Degree, Certificate: SCC

This program offers a one-year certificate with an optional AAS degree and prepares students for a profession working a hospital or long-term care facility. Students learn to coordinate between physicians, patients and hospital staff, utilize and maintain computer record systems, and manage communications within a healthcare unit. Upon completion of the program, students are eligible to take the national Certified Health Unit Coordinator (CHUC) certification exam offered by the National Association of Health Unit Coordinators (NAHUC).

Admission Requirements:

■ High school diploma or GED certificate
■ Appropriate scores in ASSET or COMPASS
■ Keyboarding skills (Microsoft or basic computing)
■ Ability to perform under stress
■ Physical exam

Any exceptions to the admission requirements must be approved by the program director and the dean of instruction for health and environmental sciences.

Each required course in the first and second quarter must be completed with a 2.0 grade or better before proceeding to the third quarter. All professional coursework must be completed within a five-year period. Students must maintain a 2.0 grade or better in all courses before a certificate is awarded.

The student may complete requirements in Health Unit Coordinator and receive a certificate, or complete the professional requirements plus liberal arts requirements and receive an associate in applied science degree. The student may enroll in liberal arts either preceding or following the professional curriculum. Students enrolling in liberal arts the first year must make formal application to the Health Unit Coordinator program during the first year.

For an associate in applied science degree, the student must complete 20 credit hours of required courses and 25 credit hours of department approved electives numbered 100 or above in addition to the one-year professional curriculum.

AAS DEGREE

BUS&   101   Intro to Business. 5
ENGL&   101   English Composition I. 5
PSYC&   100   General Psychology   5
          Optional Electives To Consider[1] 25
          Sociology Elective 5
          Total **45**

First Quarter

BUS   103   Basic Business Math and Electronic Calculators   5
CMST   127   Leadership Development 3
HIT   160   Computer Theory in Health Information. 3
HUC   104   Introduction to Health Information 3
HUC   108   Human Anatomy 5
          Total **19**

Second Quarter

HED   132   Ethics and Professionalism in Health. 2
HIT   161   Health Management Information Systems 3
HUC   101   Health Record Systems 5
HUC   120   Introduction to Health Unit Coordinator Procedures. . 2
HUC   125   Medical Terminology 5
          Total **17**

Third Quarter

HIT   162   Electronic Health Record Systems 3
HUC   105   Legal Concepts in Health 3
HUC   126   Introduction to Study of Disease 3
HUC   127   Health Unit Coordinator Procedures 5
HUC   145   Pharmacology. 3
HUC   152   Unit Coordinator Practicum 3
          Total **20**

101 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

BUS   103   Basic Business Math and Electronic Calculators   5
CMST   127   Leadership Development 3
HIT   160   Computer Theory in Health Information. 3
HUC   104   Introduction to Health Information 3
HUC   108   Human Anatomy 5
          Total **19**

Second Quarter

HED   132   Ethics and Professionalism in Health. 2
HIT   161   Health Management Information Systems 3
HUC   101   Health Record Systems 5
HUC   120   Introduction to Health Unit Coordinator Procedures. . 2
HUC   125   Medical Terminology 5
          Total **17**

Third Quarter

HIT   162   Electronic Health Record Systems 3
HUC   105   Legal Concepts in Health 3
HUC   126   Introduction to Study of Disease 3
HUC   127   Health Unit Coordinator Procedures 5
HUC   145   Pharmacology. 3
HUC   152   Unit Coordinator Practicum 3
          Total **20**

56 credits are required for the Certificate.

OPTIONAL ELECTIVES TO CONSIDER

BUS   280   Human Relations in Business 5
CMST&   101   Introduction to Communication. 5
CMST   227   Intercultural Communication 5
HUC   266   Cooperative Education Seminar 1-2
HUC   267   Cooperative Education Work Experience. 1-18
MMGT   101   Principles of Management 5

SOCIOLOGY ELECTIVE

SOC&   101   Intro to Sociology. 5
SOC   211   Marriage and the Family 5

[1] *Or any departmentally approved elective numbered 100 or above.*